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ABSTRACT

This packet serves as an introduction to and overview of the complex issue of identification and preservation of rare government documents. It is intended as a starting point, not a comprehensive guide, for all questions about government documents. Part 1 is a selective bibliography of resources to identify rare and valuable documents (50 sources) and information on conservation, preservation, and security (107 resources) complied by B. Hulyk, J. Walsh, and G. Barnum. Part 2 contains policies on preservation and conservation of several libraries and the American Library Association. In Part 3, five selections, one of which is consists of summaries of conference papers, discuss the identification of rare documents. Part 4 contains eight articles on the conservation and preservation of rare documents, including several on specific preservation techniques. Part 5 presents two articles on security issues. Part 6 presents a checklist of information needed for disaster planning and a list of disaster recovery suppliers and services. Part 7 lists organizations that are sources of information or supplies in the preservation and conservation fields. (SLD)

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RARE AND VALUABLE GOVERNMENT DOCUMENTS:

A Resource Packet on Identification, Preservation, and Security Issues for Government Documents Collections

Compiled
and
Edited by

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and
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American Library Association
(ALA)

Rare Books and Manuscripts Section
Government Documents Round Table
Map and Geography Round Table
(RBMS/GODORT/MAGERT)

ALA RBMS/GODORT/MAGERT
Joint Committee on Government Documents as Rare Books

1992

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This resource packet is respectfully dedicated
to the memory of

George O. Kosman
(1932 -- 1989)

Documents Librarian
Case Western Reserve University
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1967 -- 1989

and

Julie E. Blattner
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Preface/Introduction

This preservation packet, *Rare and Valuable Government Documents: A Resource Packet on Identification, Preservation, and Security Issues for Government Documents Collections*, represents three years' work by the members of the ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books. It is the outgrowth and end result of a Regional Depository Librarians' workshop on the identification and preservation of rare government publications which was held in October 1989. This program was planned by Barbara Hulyk, formerly of the Detroit Public Library. Barbara and Jim Walsh, Boston College, felt that the information that was presented during the half-day workshop would be of interest to all government documents/depository librarians. From this beginning, the packet grew in size and scope and became a project of the ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books. George Barnum, Case Western Reserve, joined Barbara and Jim in the compilation and editing of the preservation packet.

The main purpose of this preservation packet is:

> *To serve as an introduction and overview to the complex issue of identification and preservation of rare government documents.*

This preservation packet is not intended to be all inclusive nor to be the answer to all questions. Due to the limitations of size, cost, and the amount of information that exists on this subject, it would be next to impossible to compile and publish a comprehensive packet of information that answers all questions and meets everyone's needs. The Joint Committee and editors have strived to compile a packet of information that touches on a variety of topics and issues. The intent was to provide you with a starting point, a beginning, not an end, a foundation on which you can build and develop. Please keep this in mind when using the preservation packet.

The preservation packet is printed in loose-leaf format so that you can add to it as the needs and specialties of your institution dictate. It is also printed in a reduced format to maximize the amount of information that could be included in a limited number of pages. A full-size edition (121, 8.5" x 11" pages) has been submitted to the ERIC database and will be available from the ERIC Document Reproduction Service (EDRS).

We hope that the preservation packet serves as a catalyst for an ongoing discussion and dialogue between government documents librarians and preservation/conservation and rare books librarians. The skills and expertise that each of these librarians possess are unique and specialized and, in most cases, unknown to the other librarian. Through conversation and cooperation the issues of identification, preservation, and security of government documents can be addressed and, ideally, solved.

> *We strongly recommend that government documents librarians meet with their preservation colleagues before they attempt any of the repair/conservation techniques that are described in this preservation packet or in any other preservation/conservation guide or leaflet.*

The Joint Committee and the editors hope that this preservation packet, *Rare and Valuable Government Documents*, will be a useful and valuable resource to you, your department, and your institution. We wish you success in winning the battle of preserving rare and valuable government documents.

Jim Walsh, Barbara Hulyk, and George Barnum
Compilers and Editors

Acknowledgments

A publication of this magnitude and scope requires the work, cooperation, input, and expertise of many individuals and organizations. In this limited space, we want to acknowledge and thank everyone who contributed to the contents and publication of *Rare and Valuable Government Documents: A Resource Packet on Identification, Preservation, and Security Issues for Government Documents Collections*. Their cooperation and dedication will be obvious when you use this packet.

The monies received to print and prepare the packet for distribution were all voluntary donations. We are extremely grateful to the following organizations for their generous monetary support: Association of College and Research Libraries (ACRL) Rare Books and Manuscripts Section (RBMS); American Library Association (ALA) Government Documents Round Table (GODORT); ALA Map and Geography Round Table (MAGERT); Colorado Library Association GODORT; Documents Association of New Jersey; Government Publications Librarians of New England; Michigan GODORT; New York Library Association GODORT; North Carolina Library Association Documents Section; Ohio GODORT; Oklahoma Department of Libraries; and San Antonio Council of Academic & Research Libraries Documents Users Group.

We are extremely thankful to Wayne P. Kelley, Superintendent of Documents, and the Government Printing Office (GPO) for allowing us to use the depository shipments as a means to disseminate the preservation packet to all depository libraries. We are also grateful to the Boston College Libraries for underwriting the cost of mailing 1,406 packets to GPO.

There is a saying, *"The whole is equal to the sum of its parts."* In this instance, the packet--*the whole*--is complete because its contents--*the parts*--are useful, specific, and clearly written and diagramed articles, pamphlets, leaflets, and documents. We are indebted to the individuals who wrote and produced these materials and to the following organizations for their cooperation and permission to reproduce these materials in the packet: ALA; ALA/ACRL: *College and Research Libraries News*; ALA GODORT: *Documents to the People*; ALA MAGERT: *Meridian*; Boston Library Consortium; Cooperative Preservation Programs Group; National Archives and Records Administration; National Library of Medicine; North Carolina Library Association: *North Carolina Libraries*; Northeast Document Conservation Center (NEDCC); and Southeastern Library Network (SOLINET).

Last and, certainly, by no means least, we want to thank each and every individual who contributed in any way towards the compilation and publication of *Rare and Valuable Government Documents*. This includes the appointed members of the ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books, as well as the "unappointed members" of the committee. Their regular and faithful attendance at the committee's ALA Midwinter and Annual Conference meetings since January 1990, and thoughtful and timely responses to e-mail messages, telephone conversations, and packet revisions have resulted in a truly cooperative endeavor. We wish we could list every name, but space is limited. So, to the approximately 50 individuals who worked on the packet in some capacity during the last three years, we thank you for your dedication, patience, and contributions.

Besides completing and distributing the packet, what we found to be so encouraging and fulfilling was the sincere interest and concern of everyone involved. Without this interest and concern, coupled with dedication and expertise, this packet would not have been completed. So, once again, we thank every person and organization that made this packet a reality. Congratulations on a job well done!

Jim Walsh, Barbara Hulyk, and George Barnum
Compilers and Editors

THE IDENTIFICATION, PRESERVATION, AND SECURITY OF RARE AND VALUABLE GOVERNMENT DOCUMENTS: A SELECTIVE BIBLIOGRAPHY

Compiled by

Barbara Hulyk, Jim Walsh, and George Barnum

(Revised: March 11, 1993)

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Journal of the American Institute for Conservation (JAIC). 3/year. vol. 1- ; 1970- . (American Institute for Conservation, 1400 16th St., NW, Suite 340, Washington, DC 20036).

Library & Archival Security. 4/year. vol. 1- ; 1975- . (The Haworth Press, Inc., 10 Alice St., Binghamton, NY 13904).

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D. Audiovisual Sources on Basic Conservation and Preservation.

The audio-visual materials listed below have been gleaned from lists compiled by the LC's National Preservation Program, the School of Library Service of Columbia University, and from *Audiovisuals for Archivists*, compiled by Timothy L. Erickson, for the Society of American Archivists (1982). Wherever possible, the original source of the production is listed. It is very important to remember that a video on preservation is only a supplement, **not a substitute**, for supervised professional training. The •• items are available for loan for up to two weeks from SOLINET ($15 per program for SOLINET members; $20 for non-members). Contact: SOLINET, 400 Colony Square, Plaza Level, Atlanta, GA 30361-6301; 404-892-0943, or 800-999-8558; fax, 404-892-7879.

••*Basic Conservation Procedures: Part I: Storage & Handling; Part II: Environmental Controls*. (Videotape, 25 min., each, VHS or Beta). Nebraska State Historical Society & Istor Productions.

Basic Preservation Techniques for Libraries and Archives. (Videotape, 70 min., VHS or Beta, with 60 page manual). Milton S. Eisenhower Library, The Johns Hopkins University.

Caring for Your Microform Collection: The Next Step in Preservation. (Videotape, 12.5 min., VHS). UMI, Preservation Division, 300 North Zeeb Rd., Ann Arbor, MI 48106-1346. (free).

Conquering the Paper Mountain. (16mm film, 11.5 min.). National Archives and Records Administration, National Audiovisual Center, 1977.

Elements of Book Conservation: 19th & 20th Century Books. (Videotape, 25 min., VHS or Beta). Istor Productions for the Guild of Bookworkers, 1987.

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Fighting Slow Fires. (Videotape, VHS). New York State Education Department Learning in New York Teleconference Series sponsored by the Division of Library Development, New York State Library, 1988.

Handle with Care. (Videotape, VHS). New York University.

Handling Books In General Collections: Guidelines for Readers and Library Staff Members. (slide/tape, 20 min.). Library of Congress, National Preservation Program Office, 1984.

How to Operate a Book. By Gary Frost. (Videotape, 30 min., VHS, with user guide). Book Arts Press, School of Library Service, Columbia University, 1986.

••*Library Preservation: Fundamental Techniques*. (6 color videotapes, VHS, plus printed supplemental instructions). Library of Congress, 1986. (Filmed at ALA/LC institute held in August 1985. For sale individually or as a set from the LC Sales Office).

••*Murder in the Stacks*. (Videotape, 4.5 min., VHS). Columbia University Libraries Preservation Committee, 1987.

••*Preservation and Conservation: Basic Preservation Techniques for Libraries and Archives*. (Videotape, 70 min., VHS). Johns Hopkins University, 1987.

Preservation Techniques of the 1980's. (Videotape, 51 min., VHS). Library of Congress, 1983.

Providing a Future for a Past. (Videotape, 13 min., VHS). UMI, Preservation Division, 300 North Zeeb Rd., Ann Arbor, MI 48106-1346. (free).

••*Slow Fires: On the Preservation of the Human Record*. (Videotape, 2 versions, 33 min. and 60 min., VHS). American Film Foundation, 1987.

Storage and Care of Maps. (slide/tape presentation, 69 slides with audiocassette, 8 min.). State University of New York at Buffalo, 1980.

Storage and Care of Microforms. (slide/tape presentation, 66 slides with audiocassette, 7 min.) State University of New York at Buffalo, 1980.

••*Turning to Dust*. (Videotape, 45 min., VHS). Canadian Broadcasting Corporation, 1990.

••*Use or Abuse: The Role of the Staff & Patrons in Maintaining Library Collections*. (Videotape, 25 min., VHS). Illinois Cooperative Library Program, 1986.

PRESERVATION POLICY DOCUMENT

Preservation Committee
Boston Library Consortium

May 1990

DEFINITIONS

Preservation: describes the action taken to retard, stop, or prevent the deterioration of the intellectual and for physical content of items in a library's collection. Appropriate steps may include conservation treatment; reformatting onto microfilm or another medium; photocopying; and providing a stable environment.

Conservation: involves the physical treatment, including repair and restoration of individual items, needed to reverse past damage. Types of treatment include mending, washing, deacidifying, encapsulation and rebinding.

Collections maintenance: encompasses preventive measures undertaken as part of routine physical maintenance of library collections. Typical activities include proper storage for materials, policies for care and handling of materials, regular cleaning routines, minor repairs to circulating materials, and rehousing materials in pamphlet bindings or enclosures.

Information preservation: involves the recognition that it may not be possible to save every item in its original format. Also acknowledges that some items are valuable for their intellectual content alone and not as physical objects, and that brittle paper in many volumes makes it too expensive to justify conservation treatment. Recognized alternatives include replacement of an item by commercially available reprint or microform; or reformatting by transfer of the intellectual content of the item to a more stable medium: microfilm, microfiche or a photocopy on acid-neutral, buffered paper.

Preservation decision making: includes the process of evaluating specific items or collections in terms both of their physical condition and their intellectual significance to the library which owns them, the member libraries of the Boston Library Consortium, and other research libraries.

Categories of materials: to assist in preservation decision-making, collections may be categorized as: research materials with long term value for which re-formatting may be appropriate; materials for short-term use and retention; and rare books, manuscripts and other items with artifactual value, which must be retained in their original format. Any of these categories may include materials in a range of formats, such as photographs, sound recordings or microforms. As a matter of policy each library will make its own decision as to which items in its collection fit into each category.

GENERAL PRESERVATION PRINCIPLES

Preservation is essential to the functions of an academic or a research library. Such libraries have an obligation to preserve their collections for current and future use. These collections represent major capital investments and require continuing maintenance to insure access to them.

A preservation effort requires an investment of both money and staff time. These efforts contribute to the library's ability to offer increased access to its collections; in turn, the increased use of materials leads to the need for a parallel growth in preservation efforts.

Preservation should be an integral part of library operations and should serve a function equal to that of selection, acquisition, cataloguing and the dissemination of library materials. Preservation activities cross departmental and divisional lines within institutions and must be coordinated within a library.

Decisions on treatment of individual items or entire collections require the expertise of various librarians, including the collections manager responsible for the material and the preservation librarian/conservator. The collections manager is responsible for determining an item's value, its significance to the collection, and its intended use. The preservation librarian/conservator is responsible for choosing the best combination of treatment methods and materials and providing the selectors with guidelines for making preservation decisions.

Librarians may employ a range of options, including physical treatment and re-formatting, to deal with the problems presented by deteriorating materials in a variety of formats. A distinction is made among materials of permanent research value, materials for limited retention, and rare or unique materials. These distinctions form the basis for decisions concerning retention of materials in their original formats versus preservation of only the intellectual content of an item.

Treatment of all library materials must follow current acceptable guidelines and standards of practice. Treatment of rare materials, special collections and items with artifactual significance must follow current professional standards concerning reversibility of treatment, use of non-destructive materials, and documentation of conservation measures performed.

GUIDELINES TO GENERAL PRESERVATION PRACTICE

As knowledge of the causes of paper deterioration has expanded, the library Profession has established a consensus about certain preservation activities. The Consortium urges its members to meet these guidelines whenever possible.

Environmental control

Controlling temperatures, humidity, air quality, and lighting within recommended limits will have the greatest effect on extending the usable life of all materials. Fluctuations in temperature and humidity are most detrimental to collections. Libraries should employ the best available technology while remaining mindful of environmental responsibilities. In keeping with *ARL Guidelines for Minimum Preservation Efforts*, materials in research collections, especially those that are unique, "should be housed in an environment that is filtered and air conditioned so as to temper the natural extremes of temperature and humidity. While this policy does not specify the mechanical requirements of the air conditioning system, it is presumed that the minimum is at least a system which has cooling, humidity control and particulate filtration. Optimum conditions and archival standard conditions would of course be much more rigorous, requiring closed stacks, limited access to certain materials and other protective measures, but these are not mandated at the minimum level." Recommended conditions for accessible collections are generally set at 70 degrees plus or minus 2, with relative humidity between 40 to 50 percent. (An ANSI Standard is currently under development for storage of Paper materials. ANSI specifications also outline recommendations for a range of film-based materials.)

Resource allocation for preservation

Library collections represent a significant investment that needs to be protected. The *ARL Guidelines for Minimum Preservation Efforts* recommend that research libraries allocate to measurable preservation activities an amount equal to at least 10% of their expenditures for books, serials, and other library materials, or 4% of total expenditures. Measurable preservation activities typically include expenditures for: salaries, supplies and equipment, full and routine conservation treatment, protective enclosures, commercial binding, mass deacidification, and reformatting. Note that this figure is a minimum, and libraries with large collections of rare books, archives and manuscripts, brittle paper unbound material, or a history of neglect may need to expend more than this amount to address the deterioration of their collections.

Staffing

Libraries should have administrative staff with designated preservation responsibility. Although the preservation administrator may be part of technical services, collection development/management t, circulation etc., she/he should have the authority to monitor storage and environmental conditions, establish guidelines for treatment, establish priorities, train staff, and head the emergency preparedness team.

Acquisitions

Whenever a choice is possible, new items acquired should be made of durable materials. Exceptions may be made for items intended for short-term retention. Microforms categorized as research materials with long-term value should meet archival standards and be processed, handled, and stored in accordance to these and other internally generated documents.

Collections maintenance

Libraries should practice proper collections maintenance procedures so that their materials, and those borrowed from Consortium members, are not damaged through mishandling. Collections maintenance includes photocopy machines that are well maintained and allow for 90 degree opening of bound volumes, proper shelving limited use of book returns, cleaning and maintenance of stacks, routine inspection for minor repair, proper packing for interlibrary loan, and staff and user education in proper care and handling.

Library binding

Commercial library binding represents the single largest preservation expenditure of Consortium libraries. New binding of serials and rebinding of monographs can promote preservation and access if the appropriate binding structures are selected. Items in sound bindings and enclosures can better withstand heavy use and circulation via interlibrary loan. Consortium libraries should follow the Library Binding Institute's *Standards for Library Binding* (8th edition).

Emergency Preparedness

All libraries should have an updated disaster plan and a staff trained and authorized to implement it in case of an emergency. In the event of a disaster or emergency where either the entire collection or part of it is rendered unusable, the library's chief administrator may, in accordance with the BLC Emergency Access Policy, present a request to the Board for expanded access to other BLC libraries.

OUTLINE FOR PREPARING INDIVIDUAL STATEMENTS

A Preservation Policy Statement should be a general statement; descriptions of actual procedures and staff assignments should appear in a procedural manual. The policy statement should be endorsed by the library administration, shared with other Consortium libraries, and reviewed annually to assess the recommended procedures and guidelines.

A. Preservation mission statement and statement of need.

B. Description of collections.
  * Categories of materials
  * Criteria for preservation decisions, including issues of selection, access and use

C. Description of preservation staffing and staff responsibilities.

D. Costs.

E. Conservation facilities (space and equipment).

F. Priorities for collections which need treatment, e.g.:
  * High use circulating collections
  * In depth subject collections
  * Items with artifactual value

G. Preservation options currently available.
  * In-house processing of new materials
  * Commercial binding
  * In-house treatment of damaged or brittle materials, including:
    * Paper treatment - washing, deacidification, mending
    * Conservation treatment by outside conservators
    * Restrictions upon use of materials
    * Repair
    * Enclosures, boxing
    * Weeding, discard
    * Rebinding
    * Replacement
    * Reformatting

H. Collections maintenance procedures.
  * Cleaning and maintenance of stacks and collections
  * Environmental conditions
  * Handling and shelving
  * Book returns
  * Storage and security
  * Photocopy procedures
  * Routine inspection for minor repairs

I. Staff and user education, including principles and guidelines for handling and care of materials.

J. Disaster preparedness/response/ recovery.

K. Consortial co-operative activities.

L. Future plans.

M. Appendices.
  * Organizational charts
  * Job descriptions
  * Statistics sheets

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NEW YORK HISTORIC MAP PRESERVATION PROJECT

Conservation Guidelines and Specifications

The maps described in the original program application to New York State represent a variety of conservation challenges. The following guidelines and specifications are designed to establish a common understanding among librarians and conservators about the general nature of the project, stipulations on the forms of treatment, and mutually acceptable levels of expectation. It is not intended to be a manual of treatments covering every eventuality.

Condition

Unlike the county atlas project, the maps are in a medley of sizes, types, formats, and condition. The sizes range from quite small folded road maps to large mounted wall maps. Many have been repaired with a variety of tapes, paper strips, and adhesive types. Some are mounted, usually on woven fabric, and in some cases, the adhesive has caused uneven staining. In many cases, the surfaces are soiled and the paper in poor condition.

The maps have been stored in a number of ways, usually depending upon size. The larger maps may have been rolled (with resultant damage to the roll ends and leaving some crushed creasing), or multi-folded (often leaving tears and fold-breaks). Large wall maps are most often in the worst condition, largely because of handling and storage practices, but also because of shellac or varnish coating which, while it has protected the surface, has caused some discoloration especially when absorbed by soft paper. The surface of many wall maps is badly fragmented because of constant rolling and unrolling and the shellac or varnish has helped to prevent flaking.

Some of the folded maps are dissected and fabric-mounted, the fabric folds varying in width to accommodate bulk. Many of these folded maps are mounted into a case or portfolio by one section glued or pasted solid onto a cover board.

Treatment

Because of the diversity of map forms and conditions, it is not possible to specify every type of treatment and combination of treatments. Moreover, different librarians may have different requirements depending upon their scale of priorities. An appropriate approach for all but the most rare and valuable maps, is essentially pragmatic, aimed at rendering maps more usable, easier to store, and more stable. Purely cosmetic treatment does not seem as appropriate for maps as it is for art-on-paper. Thus, for example, most staining should not be removed unless potentially damaging or seriously obscuring information. Fabric backing and shellac or varnish should generally not be removed as a matter of routine, as unnecessary damage and map loss can occur with even the most careful treatment. All treatments involving wetting maps with water or solvents should be preceded by appropriate solubility testing. The treatments described assume flat storage as this is the most stable, secure, and least damaging method of storage. In the case of oversize or wall maps, it is sometimes preferable to dissect the maps in order to provide stable storage rather than maintain them in a rolled format subject to damage in storage and use. Alternatives to dissection include: folded encapsulation (i.e., usually a single fold map encapsulated to form a folder-like unit); hanging encapsulation (i.e., encapsulated with a strengthening strip and grommets to permit vertical storage).

Flattening

Maps which have been folded or rolled will need to be flattened to reduce the creases and curl. This should be done by dampening the paper by fine water spray, damp blotting paper, or humidification, and drying between blotting paper and felts under a weight.

Maps which are folded and mounted into a case or portfolio, may have the attached map section removed from the cover board along with any other printed matter. The map should be flattened, as described above, treated, and encapsulated with the previously mounted section in place. If the owning library requests it, the cover and printed matter may be returned as removed, the cover fabric and printed matter encapsulated as a separate item, or placed in the same encapsulation as the map. If the latter, the map should be separated from the cover fabric and printed matter by a sheet of Permalife bond paper or its equivalent. The decision on most appropriate format for jackets and covers should be made by each library.

Dry Cleaning

Maps which are soiled should be dry cleaned using appropriate erasers (such as Eberhard Faber kneaded eraser 1222-1225) or draft clean powders (such as Dietzgen Skum-X drawing cleaner). Judgement should be exercised when erasable notations are discovered, and librarians of the owning institutions should be consulted if questions arise. It is most important that soil and eraser particles be thoroughly removed before further treatment.

Tape and Repair Removal

Pressure-sensitive tape and repair papers and tissues should generally be removed. The removal techniques will naturally be dependant upon the type of tape or repair, but the objective is to remove repairs and adhesive residues without color or image loss. Pressure-sensitive tape has been satisfactorily removed dry (by carefully peeling the tape), with warm air (softening the adhesive and peeling), and with various solvents (usually combinations of toluene, hexane, acetone). Paper repairs can often be removed by dampening with water or by "floating." In some cases however, paper tape does not pose a threat to the map, and does not obscure information, thus it may not be necessary to remove it. In every case, map fragments detached by repair-removal should be carefully tagged and set aside for reattachment. The conservator should use his judgement in the removal of labels, and should confer with the librarian if in doubt. In cases where labels function as identification or marks of ownership, the librarian should devise an alternative form of marking prior to shipping for treatment.

Repair

Repair methods require the use of L.C. heat-set tissue or Japanese paper with wheat or rice starch paste, the choice depending upon the condition of the paper or the forms of other treatment. Generally, because of the use of encapsulation, repair should be limited to the filling of significant losses and to the attachment of fragments and splits.

If mounting is necessary (because of large numbers of losses or fragments), it should be done onto Japanese paper. Mounted maps should still be encapsulated.

Alkalization/Deacidification

Unless aqueous treatment is specified, deacidification should be by solvent spray (Wei-T'o soft spray system for example) on the verso of the map or on the recto of the map if mounted on fabric which is not to be removed. In this case, it is important that calcium deposits not be visible. If aqueous treatment is necessary (when, for example, a map must be washed), deacidification should be aqueous. A surface ph of 8.5 (minimum) and 9.5 (maximum) with alkaline reserve of 1.0 to 1.5 percent is the primary objective of this treatment. If deacidification is considered unsuitable for some maps because of the possibility of crucial color changes, an alkaline environment may be created within the encapsulation by the insertion of alkaline papers behind the maps. Blueprints in particular should not be deacidified or otherwise chemically treated, but may be strengthened with Japanese tissue prior to encapsulation if fragility demands.

Encapsulation

Encapsulation should be accomplished by the ultrasonic welding of 3 mil polyester film, such as Melinex 516 (by Imperial Chemical Industries available from Transilwrap). It is most important that welds hold consistently and that there be no over-welding. Some libraries may wish to specify a 4 mil polyester film for unusually heavy or large maps. Maps with extremely uneven surfaces and/or unstable media may not be suitable for encapsulation; in these cases, the librarian should confer directly with the conservator.

Documentation

Unless extensive and complex treatment is performed, documentation should be limited to a short statement on my chemical treatment, date of treatment, and conservator. This should be printed on a small Permalife bond paper label which should be placed without adhesive attachment at the verso of the map under the polyester film. A typical (and probably generic) label might be:

Acme Conservation Studios Inc
Deacidified on the verso by use of
the Wei T'o Soft Spray System.
November 1988.

John F. Dean
Revised Jan. 25, 1990

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PRESERVATION POLICY
American Library Association

In 1990, ALA president Patricia W. Berger appointed a President's Committee on Preservation Policy. Its charge was to draft policies that outline explicitly the responsibilities of the library profession for the preservation of library materials of all types in order to guarantee access to the information they contain, both for the current generation of library users and for generations to come.

The Association's policies on preservation are based on its goal of ensuring that every individual has access to information at the time needed and in a format the individual can use. These policies address national information services and responsibilities, federal legislative policy, and the services and responsibilities of libraries.

PRESERVATION POLICY

NATIONAL INFORMATION SERVICES AND RESPONSIBILITIES

Permanence and Durability of Information Products

The American Library Association, with its history of concern and action in the preservation of informational resources, affirms that the preservation of information resources is central to libraries and librarianship. The Association believes that manufacturers, publishers, and purchasers of information media must address the usability, durability, and longevity of those products. These groups must address the preservation issues associated with information resources published and disseminated in both electronic and traditional formats. These issues include the permanence of the medium itself, its intelligibility and readability over time, the threat to information posed by technical obsolescence, the longterm retention of information resident in commercial databases, and the security of library and commercial databases.

The American Library Association and its Divisions will work closely with standards-setting organizations to identify and develop needed preservation standards and to promote compliance with those that exist. The Association further affirms that while preservation guidelines and standards emanating from the Divisions are helpful, they should be seen as a prelude to official national and international standards. An official standard developed through consensus of all parties, including commercial concerns, has a greater chance of implementation than a guideline or standard developed and promulgated solely by a professional association.

The Association's preservation concerns are not limited to the information resident in books printed on paper, but include information products such as sound recordings, photographs, videotapes, and CD-ROM, as well as the transfer of machine-readable data to either human-readable copy or an archive that will ensure continued access to the information.

1) The useful life of library materials is affected by the longevity, stability, and durability of information media such as paper, film, and optical disks. It is the Association's official position that publishers and manufacturers have an obligation and a responsibility to libraries and to the public for appropriate performance of information media for use by library patrons, in terms of their usability, durability, and longevity. To this end, the Association will engage in active education and public relations efforts, and will establish and promote links with trade associations, publishers, and publishing associations to develop, promote, and publicize standards for the permanence and durability of information media.

Concerning the permanence of information products printed on paper, the American Library Association urges publishers to use paper meeting standards promulgated by the American National Standards Institute (ANSI) and the International Standards Organization (ISO) for all publications of enduring value and to include a statement of compliance on the verso of the title page of a book or the masthead or copyright area of a periodical, and in catalogs, advertising, and bibliographic references.

2) The standards for publication of information, whether paper-based or machine-readable, affect continued access to that information. ALA will encourage the development of appropriate standards and promote their use by the manufacturers of information media, the publishers of information products, and the library community. In addition, ALA will work with electronic publishers to develop guidelines governing the preservation of data, so that information will not be lost when publishers can no longer economically retain and disseminate it. Finally, libraries must be able to guarantee the security and integrity of their own computer systems, while ensuring legitimate access to them.

Concerning access to information by the public, ALA affirms that the preservation of library resources is essential in order to protect the public's right to the free flow of information as embodied in the First Amendment to the Constitution and the library Bill of Rights.[1]

3) Impermanence of primary source documents threatens our ability to preserve local and family history. Libraries around the country collect materials from individuals, local governments, and private and public institutions that document cultural and social history. Typically, much of this material is intended as a record of current events rather than as permanent documentation. Although citizens may know about the impermanent nature of newsprint, they are less likely to be aware of the highly impermanent nature of media such as color photographs and videotape, even though these media ultimately constitute important primary resource documents. This is an issue of enormous public concern, and libraries have an obligation to inform their users, administrators, and local officials about the ephemeral nature of these materials and to recommend more permanent documentation techniques. The association will help libraries stimulate public interest in this issue and will make information available regarding the various courses of action that concerned individuals, organizations, and governments may take.

FEDERAL LEGISLATIVE POLICY

The federal government must provide leadership in developing a more expansive and inclusive national preservation policy in terms of both programs and funding. This policy should link the efforts of national, state, and local libraries in preserving materials that document our cultural heritage and making their content widely available to all citizens. The federal government, by example, by policy, and by the efforts of its historical, cultural, and information institutions, should affirm the responsibility of all cultural institutions, including local and state libraries, to preserve and provide access to historical documents. Incentives are also needed to encourage private institutions to participate in the national effort.

Although great progress has been made by Congress through the funding of the preservation programs of the National Endowment of the Humanities, scholarly collections in the humanities are not the only collections that are at risk. The American Library Association will work to increase funding for preservation through such sources as the Library Services and Construction Act, the National Science Foundation, and the National Historical Publications and Records Commission. Such funding is urgently needed to ensure a balance of preservation activity nationwide and future access to historic materials by a broad spectrum of people.

The American Library Association firmly supports the goal of addressing our nation's solid waste problem by using recycled paper products. The federal government should be clear in its legislation regarding the appropriate use of recycled paper. Not all recycled is suitable for documents that will become part of our nation's permanent documentary heritage. The choice of recycled paper for use by Congress, the Public Printer, and other federal publishers should be in compliance with the ANSI standard for permanent paper, Z39.48, in its latest version. ALA will continue to articulate the complexity of this issue.

Attention to longevity, stability, and durability of information media is also critical for materials published by the government in microform, in electronic format, and in other emerging technologies.

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[1] *American Library Association Policy Manual*, Section 53.I Library Bill of Rights.

Access to Library Materials through Their Preservation

To ensure the continued availability of library materials to present and future generations of library users, the American Library Association urges all libraries and library professionals to initiate and support preservation efforts at all levels. These efforts should include supporting research into the causes of deterioration; communicating the need for increased funding for the preservation of endangered materials to appropriate organizations and federal, state, and local governments; educating current and future librarians, library users, and the public about preservation issues; and promoting the use of permanent and durable media by the publishers of information products. Libraries also have a responsibility to provide for the preservation of their collections. Basic preservation activities include appropriate and nondamaging storage conditions, remedial treatment to keep materials usable for as long as they are needed, preservation of materials in their original format when appropriate, and replacement or reformatting of deteriorated materials. Preservation issues should be addressed during the planning for new buildings and additions to and renovations of existing buildings. In addition to already established activities for preserving paper and books, preservation strategies should be extended to new and emerging technologies, including the updating and reformatting of magnetic media to allow continued access and protecting against viruses, worms, and unauthorized alteration of data and information in electronic media.

The Council of the American Library Association adopted the Preservation Policy on June 30, 1991, during the Annual Conference in Atlanta, Georgia. Later in the Conference, the Association for Library Collections & Technical Services (ALCTS), a division of the American Library Association, was charged with implementing the policy. For more information about ALA's preservation activities or additional copies of this preservation policy, contact:

ALCTS
50 East Huron Street
Chicago, IL 60611
1-800-545-2433, ext. 5035

For practical advice on how you can advance the cause of preservation, order the Preservation Tip Sheet from:

ALA Graphics
50 East Huron Street
Chicago, IL 60611
1-800-545-2433, press 8

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PRESERVATION TIPS

GOALS OF A PRESERVATION PLANNING SURVEY FOR MUSEUMS, LIBRARIES AND HISTORICAL COLLECTIONS

The purpose of a general preservation planning survey for a museum, historical society, library or archives is to identify specific goals and priorities for the long-term protection of the institution's collections. This includes eliminating hazards such as water, fire, and theft, and developing other strategies to preserve materials in the best condition possible for the longest achievable time. In most institutions, improved housekeeping and improved climate control (specifically the stabilization of daily and seasonal fluctuations in temperature and relative humidity) will be the most important factors in protecting the collections from further deterioration. Boxes and other enclosures provide protection from mechanical and chemical damage.

There is evidence that even badly deteriorated paper can be protected from further damage if it is stored in appropriate enclosures in a well-controlled environment. In many cases systematic introduction of alkaline enclosures will be a high priority.

A survey should examine building conditions, collections, policies that impact preservation, and storage and handling procedures. Each building should be inspected from roof to basement, outside and inside, and room by room. At the end of the survey, the surveyor should be able to:

1. Identify potential hazards to the collection (from the environment or from storage and handling procedures);

2. Prioritize areas of the collections for preservation action, distinguishing between artifacts that form the collections and objects being preserved for other uses (such as interpretation);

3. Identify actions required to insure the long-term preservation of collections (e.g. improving housekeeping, boxing embrittled books or documents, installing fire detection devices, installing humidifiers or other climate-control equipment, conservation treatment);

4. Prioritize the needs of the collections and identify steps necessary to achieve the required preservation actions.

In developing a preservation plan based on the findings of a survey, remember to set short-, medium-, and long-term goals. Some actions can be implemented immediately and at very little cost, while others may require diplomacy, education, and fund raising. Each improvement will contribute in part to the survival of collections.

NEDCC:KM 88

Government Documents as Rare Books

Edited by Benjamin T. Amata
Assistant Editor *DttP*
California State University, Sacramento

The following presentations were made at a jointly sponsored program on July 10, 1988 at the American Library Association's 107 Annual Conference in New Orleans.[1] The program was sponsored by the Association of College and Research Libraries' Rare Books and Manuscript Section (RBMS), the Government Documents Round Table (GODORT), and the Map and Geography Round Table (MAGERT).

Introduction

Robert Martin, Head of Special Collections
Louisiana State University

The theme of this program, "Government Documents as Rare Books" would probably have sounded oxymoronic to librarians a generation ago. After all, government documents, which I will simple mindedly define as publications issued by any official government agency, are at least at first blush the antithesis of our traditional concept of rare books. In the case of U.S. federal documents, they have been issued in truly staggering numbers, in editions of thousands and tens of thousands, and they cannot generally be considered rare in any technical sense of the term.

Recently, however, the traditional concepts of value and rarity have undergone a transformation and nowhere is that change more apparent than in the field of government documents. A principal example of this transformation may be found in the cornerstone of any federal U.S. document collection, the Serial Set. Perhaps the best examples are the numerous documents relating to western exploration and discovery with their important maps and their handsome plates which are coveted by private collectors and institutions alike. Recently an antiquarian catalog crossed my desk listing one of these basic documents of western Americana, J.W. Abert's 1846 report of his exploration to the Arkansas River. It is 75 pages in length and features 11 lithographs, 1 chart and one large folding map. It is a Serial Set item and lists in this catalog for $17,500. This is but one example, perhaps an egregious one, it many others may be adduced to support the point.

As a result in part of the stupendous prices some of these items are commanding and the resulting market pressure to secure additional copies to meet demand, the documents housed in our collections have become increasingly susceptible to theft and mutilation. Serial Sets, again to take this one specific example, have been systematically looted at many institutions. The Serial Set at my institution, Louisiana State University to take a sad example, is one in which the volumes containing important western Americana can be readily discerned because all of the stolen documents have been reproduced and photocopied. The volumes are bound in modern buckram. I should emphasize that this took place long before any of the present staff of the LSU libraries was responsible for these collections.

Our experience has been repeated in many other institutions and should be cautionary. There are many institutions however, which have so far evaded pillage, and yet have taken no steps to prevent it. At one research library which I recently visited and which for obvious reasons will remain unidentified, the Serial Set remains in open stacks, plates intact and maps nicely folded and inserted in loose packets in the back of the volumes. There they remain to be used by the public and susceptible to those with questionable morals. One wonders how long they will be unnoticed and unappropriated by thieves.

Recognition of this problem resulted in discussions at the RBMS preconference in 1986 in New York which led to the formation of a joint committee, a committee composed of the Rare Book and Manuscripts Section and the Government Documents Round Table. Its purpose was to take action on identification and preservation of rare government publications. Later the Map and Geography Round Table had joined in this effort. The scope of the committee's mandate included all kinds of government publications including local, state, federal, and international documents.

One course adopted early on by the committee was to develop a conference program addressing various aspects of rare government documents in an attempt to focus attention on the problem and to perhaps outline some solutions. This program is the result.

Today we have with us a distinguished group of experts who will focus on the problems of identifying rare government documents in documents collections and explore strategies for protecting and preserving them.

Government Publications and the Concept of Rarity

Richard Landon, Director
Thomas Fisher Rare Book Library
University of Toronto

Many librarians probably wish that government publications were somewhat rarer than they seem to be. This attitude, however, is a result of a vast quantity of material issued by official government agencies, not inherent qualities of rarity possessed by individual books and pamphlets. The concept of rarity, and that primarily is what I would like to discuss this afternoon, which for books includes the notion of importance, as well as relative scarcity, may be applied to government publications with as much validity as to any other kind of book. The factors of rarity are numerous, but include age, number of copies printed, special circumstances of publication, popularity, recognizable significance, and, of course, format. Government publications, incidently, I take to be (no doubt simplistically) the works issued by or on behalf of a recognized official government agency.

What are the earliest printed government documents? In the European context, one might make a case for indulgences, those documents issued for the remission of punishments still due to sin after sacramental absolution, but only if one is willing to accept the Roman Catholic Church as a government body. Amazing as the exploration account of the Arkansas River and its price might be, imagine what a Gutenberg indulgence would bring at auction? The indulgences printed in great numbers by Gutenberg and other

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early printers are certainly rare, due primarily to their ephemeral form, and are of great interest to historians of printing. More conventionally, we know that in England, for instance, the Nova Statuta of Kings Edward III and Edward IV were printed by William Machlinea in 1485, and the Magna Carta appeared in print in 1508.

Documents of this kind are probably among the earliest printed works of all European countries as the potential of the printing press to promulgate and disseminate was recognized very early. It is something of a cliche, but true nonetheless, to say that without the printing press, the Protestant Reformation would have been confined to downtown Wittenberg.

The significance and importance of the foundation documents of countries such as the Declaration of Independence of the United States, are widely recognized and easily understood. Thus, I would like to concentrate attention on a few examples of the products of government presses less familiar and important for reasons both obvious and often obscure. The examples will, I hope, also demonstrate some of the factors of rarity.

The Treaty of Versailles, which concluded the First World War, must be one of the most disastrously significant documents ever printed. Its text, or parts of it, are easily available in a number of secondary sources, but the original (the "first edition"), printed in nine large folio volumes, exists in only six complete sets. Five of these are in official government archives and I understand are generally unavailable for research purposes by scholars. The sixth, offered for sale in 1973 for 7500 pounds sterling, is now in Japan, ironic as that may seem to you. Its rarity is apparently due to the extreme secrecy of the negotiations and the mutual distrust between the Allied nations. In many senses, the Second World War began at the tables in Versailles. Proof copies and several variant versions exist as the text underwent considerable revision in the course of publication.

Government publications are essential for the study of history of printing. Particularly, in North America as westward expansion occurred during the early nineteenth century, printing presses were carried to remote outposts by early settlers and most often the imprints of the new territory, state, and province of the United States and Canada were either government documents or newspapers. The contents of these often unassuming pamphlets constitute the foundation of historical records for much of the continent.

My next example is a United States document but with international implications. The first imprint of the Illinois Territory was issued in Kaskaskia in 1814 (Illinois became a state in 1818) and consisted of a twenty-four page "Communication to Both Houses of Illinois Legislative" by Governor Ninian Edwards. In it, Edwards attacks the British, criticizes the Treaty of Ghent, and calls for a complete conquest of the Canadas, hence its international significance. The only known copy of this pamphlet was sold on October 24, 1967, at the Streeter Sale for $30,500 and now resides, appropriately, in the Illinois State Archives. Its rarity is a result of its physical format (small and ephemeral), its appearance in a remote place from a small press (Matthew Duncan was the printer), and the apparent indifference with which it was regarded, (Edwards was a factional politician and indeed did not last very long as the Governor of the Illinois Territory).

Across the continent gold was discovered in British Columbia in 1858 and the ensuing rush brought people, formal government, and the printing press to what had been a huge uninhabited area governed by fur traders. Lieutenant Henry Spencer Palmer of the Royal Engineers conducted two surveys of the Cariboo gold fields and the best routes to the interior of B.C. on behalf of the government, and the Royal Engineers Press in New Westminster issued both in 1863. These two pamphlets, complete with maps, look like typical government documents of the midcentury, with formal title pages and blue printed wrappers. They illustrate the great significance of government publications in the history of exploration and are both rare and important and have been recognized as such for some time.

The history of scientific discovery, a field of intense collecting interest and now an academic discipline, is often revealed through government publications because so much scientific research is supported by governments. The Smyth Report reminds one that government publications don't have to be old to be rare. Henry de Wolf Smyth, a consultant to the "Manhattan Project", compiled a remarkably full and candid account of the development of the atomic bomb, which was officially released on August 12, 1945, six days after the Hiroshima explosion. It is a scarce and very important document itself, but was preceded by the rare "advance issue" for press use, a mimeograph of the original typescript produced at the nuclear station in Oak Ridge, Tennessee in circumstances of extreme security. To ensure secrecy, several mimeograph machines were used, the operator of each being given a series of totally unconnected leaves of the typescript, the collation of which was personally supervised by General Groves, the commandant of the Manhattan Project. There are textual differences between that advanced issue, the official issue, and the book length account of the Manhattan Project published the following year by Princeton University Press.

Many government publications have a considerable historical significance not recognized at the time of publication. Indeed their real value may not be recognized until long after they have disappeared and become rare. One such is the Parkes Report. In 1889 William E. Gladstone, in his first term as Prime Minister of Great Britain, mentioned to the Foreign Secretary that he wished to obtain information on paper making in Japan. This instruction was relayed to Sir Harry Parkes, the Minister in Yedo, asking for a report and allowing the expenditure of 100 pounds to obtain specimens of the paper. Sir Harry was a thorough civil servant. He instructed his three consuls to proceed systematically and they sent in detailed lists of the different types of paper, complete with production figures for each maker and the cost of the paper, calculated to the last farthing. The specimens, the actual examples of paper, included besides sheets of writing and printing paper, an umbrella, hats, telescopes, water proof coats, tobacco pouches and fans. Most remarkably, one Consul, Mr. Lowder, commissioned a series of twenty beautiful watercolour drawings depicting all of the stages of paper making [at the cost of $4.00]: in fact, the artist copied wood cuts from a 1797 account of Japanese paper making although Mr. Lowder thought that the artist had sat and carefully observed the rather complex processes of the making of paper. The Parkes Report, along with 600 specimens, was sent to London appeared as Command Paper C-400, (Japan No. 4) in 1871, and sank in the morass of Command Papers. The specimens were consigned to the South Kensington Museum (now the Victoria and Albert Museum) and there they rested, completely undisturbed, for 107 years. In 1978, Hans Schmoller re-discovered the Parkes Collection, and the Bird & Bull Press published his account of it, with the facsimile of the now seemingly extremely rare Parkes Report, in 1984. How many more command papers are there with contents of equal interest to historians?

I have emphasized an aspect of history that involves the study of paper making, but for almost any academic discipline I can think of, there will be a key report in this form, generally bound up in a series, in this case the British Command Papers, and resting in the stacks of a research library. A nice example provided to me by Peter Hajnal is a Canadian government document so rare, it apparently never existed at all. On May 20, 1873, the Canadian House of Commons passed a bill relating to an extradition treaty between Canada and the United States. This was statute 36 Victoria 127. Chapter 127 was not printed in the Sessional volumes of the Statutes of Canada as the volume for 1873 ends with Chapter 126, that is 36 Victoria 126, and the volume for 1874/5, begins with Chapter 128. Chapter 127 is, however, mentioned in the Table, History, and Disposition of Acts of the 1888 Revised Statutes of Canada as having been "repealed by 40 Victoria Chapter 25, Subsection 3" in 1877. Thus, 36 Victoria 127, an extradition treaty, was enforced for 4 years without ever being published at all. It was then repealed. Is this a ghost? Was it possible to extradite someone from the United States to Canada for those 4 years? If so, one would have thought the basis of an interesting court case would have been possible.

These few examples illustrate something of the scope of rare government publications. Many people in this room will be aware, I should imagine, of many more examples, indeed perhaps of more interesting ones. There are, however, and this is the real point, and the reiteration of a point made by the last speaker, a great many unrecognized government publications in the general collections of research libraries and indeed, perhaps, in the general collections of other libraries as well, which could and should provide both rare book librarians and government documents librarians with many opportunities for exciting and very important discoveries.

Federal Documents as Rare Books

David Heisser
Head of General Reference
Tufts University

This afternoon I am going to offer a few observations about government publications which I hope may be helpful to you in identifying materials in your library which merit special attention from the standpoint of preservation or security. My focus will be on federal documents of the nineteenth century, but what I think I and other speakers will talk about today can be applied also to documents from other levels of government such as state and local materials.

Government documents in American libraries have traditionally been shrouded in mystery largely because of inadequate cataloging and indexing. Years ago, federal documents were typically kept in an uncataloged separate collection largely ignored by researchers and indeed often by librarians. The documents librarian sometimes passed for a keeper of arcane mysteries. But in recent years all this has begun to change. Dramatic improvements in indexing and cataloging have made documents more accessible and government publications specialists have become zealots in promoting their use. There is a national trend towards mainstreaming government documents and there is growing appreciation of the value of documents as information resources and as physical objects.

Some 30 years ago, J.H. Powell wrote, tongue in cheek that "government documents are stiff, graceless things scarcely the happiest subject for spirited discussion among polite people." (*Books of a New Nation; United States Government Publications, 1774-1814*. Philadelphia: University of Pennsylvannia Press, 1957, p. 107.) Granting the drab look of many documents, most of us are familiar with the fact that the U.S. federal government published a number of important and even beautiful books, such as the *Records of the War of Rebellion* with its splendid atlas; Schoolcraft's classic works on the Indians of North America; Glen Brown's *History of the United States Capitol*; and Commodore Perry's report on his expedition to Japan.

In fact, many government documents are spectacular as books – and these are appreciating rapidly in monetary value. Two years ago a good set of the Railroad Survey Reports from the 1850s was selling for $3,500; a 500% increase in five years. *Bookman's Price Index* reports that in late 1987 a set of the report of the Wilkes Expedition was going for about $3,000. Individual volumes of the Wheeler Survey report were bringing $120, while copies of Gilliss' *Report on the U.S. Naval Astronomical Expedition to South America* were costing $300. Even recent documents can be quite valuable. The *National Atlas*, issued in 1970 is now out of print with no plans to reissue in the same format. It is said that mint condition copies are going for over $500, if they can be found.

Any library that has been a federal depository for a long time is bound to have treasures on the shelves. If, for example, your library possesses a copy of the annual report of the United States Coast Survey for 1854, you have one of the earliest known engravings by James Abbott McNeill Whistler (SuDocs C4.1:854, plate no. 43). Such riches should not go unremarked. At Tufts we learned too late that our copy of Clarence King's *Systematic Geology* (SuDocs W7.10:18 – v.1), was in open stacks with all its chromolithographs razored out.

The library may decide to identify items for transfer which might necessarily involve moving them to special collections or rare books department. Some libraries put the more valuable documents in a cage or lockup which may be in or adjacent to the documents department or main stack area. It is important to bear in mind that U.S. documents received on deposit from the U.S. federal government are and remain government property: they are to be protected and insured but may not be sold unless the proceeds are turned over to the government.

There is really no single comprehensive list of rare government documents, nor any project currently underway to compile one. The idea has been proposed, but has so far not been implemented either for fear of creating a hit list or due to the monumentality of the task. Some lists of rare items have been prepared, notably *The Shinn Lists*, edited by William Moffett, Director of Libraries, Oberlin College (Oberlin, Ohio, 1982). This contains documents, as the Books and Manuscripts Section of ACRL has published guidelines for the transfer of rare materials to secure areas. Some libraries simply provide that all government publications published before a certain date be given special treatment. It would be helpful if guidelines for handling government documents developed by individual libraries were published.

It is advisable for the special collections librarian to confer with the documents librarian on the development of policies and procedures for identifying materials requiring special attention. The map librarian should also be part of this process, since many maps and charts are government publications.

For a few minutes I am going to turn to the history of government publishing and organization of documents in libraries. In the United States, government printing has always involved reliance on the private sector to a greater or less degree. From the establishment of the government in 1789 until the Civil War, federal printing was done for Congress by commercial printers, some of whom were designated "public printer." The early history of U.S. government printing is fairly chaotic. A printer who received a contract from the Senate or House of Representatives might subcontract some of the work to other printers. Printing for the government could be quite lucrative: witness the fortune of Frances P. Blair.

Some of the names of the government printers are indeed well known, for example, Blair and Rives, Gales and Seaton, William Duane, Roger Chew Weightman, but other names that appear on documents are less familiar. A cursory check of "United States" entries in *Pre-1956 Imprints* yields the names of dozens of firms that did printing for the government, such as: A. & G. Way, E. Dekrafft, Richie & Heiss, of Washington; Lea and Blanchard, J. B. Lippincott, and J. G. L. Brown, of Philadelphia; Hillard, Gray & Co. and B. Mussey, of Boston; D. Van Norstrand, of New York; and Websters & Skinners, of Albany. Such a plethora of printers points to rampant disorder.

At the outbreak of the war between the states, Congress having had enough of corruption and confusion purchased Cornelius Wendell's printing establishment and renamed it the Government Printing Office. GPO began operations in 1861. Although the GPO never really did all the printing for the government, its imprint is the one almost exclusively encountered in the last four decades of the 19th century.

For an overview of federal publishing it helps to consider the arrangement of a separate government documents collection. Separate U.S. collections are typically modeled on the Public Documents Library, the collection formed by the Office of the Superintendent of Documents in the 19th century. In the late 1890s this was organized in two parts. The first contained the numbered reports and documents of Congress in serially-bound sheepskin volumes which constitute the famous Congressional Serial Set, the Serial Set of which Joe Moorehead once wrote, "moves Sphinx like over the government documents landscape." (*Introduction to United States Public Documents*, 2nd ed., 1978, p. 181.) The other part consisted of Executive Branch documents and certain Congressional publications, notably hearings, arranged by the Superintendent of Documents classification scheme, SuDocs for short. SuDocs is an archival arrangement which groups documents by their issuing office. Both the serial set volume arrangement and the SuDocs classification were invented around the turn of the century and applied to the books retrospectively, with the Serial Set starting in 1817 and SuDocs going back to 1789.

The whole arrangement is laid out graphically in the *Checklist of U.S. Public Documents 1789-1909* – known simply as the *1909 Checklist*. This, essentially, is the printed shelflist of the public documents library as it then was. The *1909 Checklist* is not fully comprehensive and does not give much bibliographic information, but it is useful.

It is important to note that many – but by no means all – 19th century documents were issued in multiple editions. Prior to the Civil War, a report by a government bureau would commonly appear in as many as three simultaneous editions: one for the issuing bureau, and this has a SuDocs number assigned; and one each for the Senate and House, these being included in two separate Serial Set volumes. The text would be identical, but the respective editions might be the work of one printer or different printers.

After 1861 the GPO printed all editions of the document and reduced the number of Congressional editions from two to one, which could be either a Senate or a House publication. But there still might be multiple editions on the Executive side, since bureau reports were also reprinted in the annual reports of the cabinet secretary. Now if this sounds confusing, it is! But the document itself always indicates what manner of beast it is. And parallel editions can be readily identified by consulting the *1909 Checklist* along with a commercially published *Correlation Index* by Mary Elizabeth Poole. (*1909 Checklist, Correlation Index* as indicated in "Departmental Publications" part: serial number to classification number. Millwood, NY: Kraus-Thomson, 1973.) One caveat: by time-honored tradition, libraries have put SuDocs numbers on Congressional editions of reports and have, conversely, shelved bureau editions with the Serial Set as needed in order to plug holes in their collections.

In conducting a reconnaissance of your public documents there are some approaches you may wish to try. One such is to look for reports on exploring expeditions, since these often contain fine plates and maps. Beginning with Lewis & Clark, the government sent out many expeditions to map and explore the American West. The U.S. also sent expeditions to such places as the Amazon, Antarctica, Liberia, and the Dead Sea not to mention those which explored canal routes across Mexico and Central America. Special attention should be paid to documents with SuDocs classes N1.8: Explorations and surveys. There is an excellent bibliography on explorations compiled by Adelaide Hasse (U.S. Superintendent of Documents. *Reports of Explorations Printed in the Documents of the United States Government: a Contribution Toward a Bibliography*. Compiled by Adelaide R. Hasse. Washington: GPO, 1899. SuDocs Gp3.5:2 Reprinted: New York, Burt Franklin, 1969). Another useful bibliography by Harold R. Pestana indexes all the geologic documents published by Congress from 1818 to 1907; these two usually have plates and maps. (Harold R. Pestana. *Bibliography of Congressional Geology*, Nework: Hafner, 1972.)

Another strategy is to look for maps. Some libraries give special treatment to "all" documents published before a certain date, e.g., 1900. Others protect any document that is listed in the *1909 Checklist*.

Documents have always posed special bibliographic headaches. Evans and other bibliographers virtually threw up their hands in despair. In truth we still lack fully adequate bibliographic control. We do not have any one absolutely complete catalog for the nineteenth century documents, just as we do not have a single complete collection of the documents themselves. The happy side of this particular coin is that there are still discoveries to be made, especially among the earlier material, such as printing of congressional bills and broadside printings of presidential proclamations.

In addition to the *1909 Checklist*, and there are other catalogs and lists that can be consulted in establishing bibliographic control and in identifying just what you have in your collection. A very useful catalog of federal publications is the catalog of the *Public Documents of the . . . Congress and of all Departments of the Government of the United States for the period from . . . to . . . .* (Washington: GPO, 1896-1945.) This is usually called the "Document Catalog," and it provides excellent bibliographic information, including indications of the existence of illustrative material, for documents issued from 1893 to 1940.

It is worth exploring the various indexes of the Congressional Information Service, Inc. (CIS) which provide subject access to Congressional committee prints, congressional hearings, Senate and House reports and documents, and presidential executive orders and proclamations. *Pre-1956 Imprints* includes 16 volumes of U.S. corporate entries arranged in alphabetical order; and U.S. corporate entries are also included in the *Checklist of American Imprints* published by Scarecrow. A number of federal agencies who have issued federal catalogs of their own publications, and these sometimes include titles that don't turn up in other sources. Some of the best have been done by the Census Bureau, the Geologic Survey, the Department of Agriculture, and the Bureau of American Ethnology. *The Nineteenth Century Short Title Catalog* (published by Chadwyck Healy) will include the holdings of both the Library of Congress and Harvard Libraries, commencing with its Series I Phase II. Thus, federal documents will be included, with retrospective coverage to 1789. RLIN, of course, includes records for many federal documents and should become an increasingly rich source of bibliographic entries as various reconversion projects are completed. Lastly, there are dealers, jobbers, and booksellers specializing in government documents. From time to time lists of these appear in *DttP*.

In closing, I would encourage my colleagues to review the documents holdings in their libraries, and also encourage government documents librarians, map librarians, and rare books and manuscripts specialists within their institutions to discuss these issues, to explore their collections, and to take appropriate action.

Strategies For Coping With Government Documents As Rare Books

Nora Quinlan
Head of Special Collections
University of Colorado in Boulder

I am very pleased to welcome you to this session. I think it is very important that you be here and that we rare book librarians, who know something about rare government documents, might be able to impart some information to you.

Seeing the slide of the "Mirage of the Colorado Desert" in the earlier presentation is for me, in a sense, what government document librarians must be trying to do in working with rare government documents. How frustrating it must be for you who are not trained to handle this material. You have little understanding, and I say that not as an insult, but simply because your background does not prepare you for dealing with rare government documents, rare books, or rare manuscripts. You have enough to worry about these days without having to worry about rare government documents as well. As far as some of you are concerned, I am sure you are thinking now that identifying rare government documents is just going to be more work for you if you have to do this as well as worry about microfiche, microfilm, all the questions that come in the door, and all the people who need your help and assistance working with current reports. But I think this is an issue that you need to worry about, because rare book librarians cannot do it all for you. Rare books librarians have their own material to worry about. And you have to take the responsibility for your materials and your collection and not think rare books librarians can answer everything for you. You have to learn to maintain your own collections because rare book librarians are inundated with the quantities of materials being brought to their attention throughout the whole library and now government documents as well.

Most of the material presented today is nineteenth century material, mostly American, but there is also European and state and local history documents. The sudden emergence of interest in especially rare U.S. government documents is because of the sudden recent interest in nineteenth century rare books. Ten years ago, this field was only of limited appeal, rare books were eighteenth century and earlier for most institutions. Today rare book librarians are more and more concerned with nineteenth century materials.

The other issue that has arisen is conservation of nineteenth and early twentieth century books and manuscripts. This is an area that impacts heavily on government documents librarians, and they need, therefore, to understand and identify that material in their collections.

We have been listening to all these excellent speakers and we now know both the aesthetic and research value of rare government documents, and I think we are starting to catch on to the monetary value as well. The hard question to ask ourselves is what are we doing to protect these documents as well as to preserve these treasures? Something, I hope, but I am afraid to say as I have seen in too many institutions not as much as we really should be doing. It is imperative that we do so though, for materials are being lost. Materials are being lost to destruction, due to time, improper storage and use, and as well as to the theft of materials.

How do you find out about the value of an item? Several speakers have impressed you with the market value of some of the material they have shown. Certainly, not all government documents are worth thousands and thousands of dollars. But certainly a lot of them are worth $500, $1,000, maybe $2,000 apiece. Where did they get these prices? First one must remember that in our economy, price is based on demand. An item is priced at X amount of dollars on the assumption or hope that someone is willing to pay that much for it. We are a marketplace economy. Rare government documents are desirable commodities not just to librarians, but to private collectors as well as book dealers.

The reasons for that desire can vary dramatically. A book may be of value because of its text, subject matter, illustrations, provenance of the piece, the physical characteristics, the binding, the paper, the scarcity of the item, and the date or place of publication. All of these and more can be collectible points for the institution as well as the private collector. At the University of Colorado for example, I am very interested in the material on the history of meteorology. A lot of what I buy are state and federal documents, nineteenth century for the most part. I am looking for weather records and it was government agencies who were making those records at that time.

Rare book dealers set a price on a book or a map, based on past experience and knowledge of the market. You can obtain that knowledge as well. One way to learn the prices of material in documents collections and the value of it is to follow the book trade, just as the book dealers do. Auction records, such as in *American Books Prices Current* and antiquarian book dealer catalogs, can assist documents librarians in gaining knowledge of prices. Book dealer catalogs can be obtained from book dealers themselves, or you can survey collections that are housed in some libraries. For example, my institution saves selective catalogs in its rare book collection.

Finding out who deals in what subject areas of rare books is easy. There are listed in *AB Antiquarian Bookmans Yearbook* alone 55 dealers under the subject of Americana. I would not doubt that most of these dealers are selling government documents material somewhere in their catalogs. I think that must give one some indication of what the market must be like out there. Not many of the book dealers actually indicate that they sell government documents. They do not usually identify them as such, but by carefully reading the imprint, or even getting a sense of time and place of publication, you can determine whether it is a government document or not.

Auction records can be fascinating to browse through. Going through *American Book Prices Current*, looking under both manuscript listings as well as book listings under the main entry the United States, you will find a number of items listed that are government documents. Not all of these are actually rare. But there is a market for the piece, and therefore if someone is willing to pay for it, someone is willing to buy it for them or sell it to them.

Additional information on prices can be obtained from guides such as *Bookmans' Price Index* which is a compilation of book dealer catalogs put out for rare book librarians, issued several times a year, and listing by main entry, author preferably, the price listed by a book dealer in his catalog. This price guide shows items from selected catalogs from selected dealers. This is a very good source of information for the current market value of a piece, but note that it may not be the price that the piece actually sold for.

The Rare Books and Manuscript Section of ALA began its query into the value of rare government documents a few years ago, following a question submitted by Government Printing Office and a fact sheet that was produced. This was brought to the attention of the RBMS, and there was the sudden realization on our part that we knew very little of government documents. An inquiry was made into what was known, and I then set up a seminar that was held at the New York preconference a few years ago. There speakers talked on government documents, both state and local, as well as federal. The information that was gained from there was very illuminating. The enthusiasm that met that seminar led to the formation of the joint committee consisting of Rare Books and Manuscripts Section as well as GODORT. Later with the joining of MAGERT to the group, the Tri-Committee on Rare Government Publications was created.

The purpose of this committee was to figure out a way to identify rare government document material so that government documents librarians as well as rare book librarians would know what they had. It quickly became an onerous task. It is difficult to compile a list of books trying to prove what is and what is not valuable and then also to have to keep track of the fluctuating market and the changing interest in books and manuscripts.

The committee is now working on an attempt to survey government document librarians to find out what they are currently doing with rare government documents. We have just finished a preliminary survey, that was done by David Morrison from the University of Utah, which was sent out to ARL libraries. The survey consisted of a short questionnaire regarding what those institutions were doing. We were amazed to discover how many institutions are doing conservation projects, working on serial set maps, sorting out material, and trying to preserve some of the more fragile documents.

What we will now be attempting to do through a new and more complete survey that will be out in a year is to find out how these institutions determined what these documents were, why they are valuable, and what guidelines they had established. We are also going to ask what institutions are doing in terms of transfer of rare government documents, either from open stacks into closed areas within the department's collection or into rare books collections in their institutions if they have one.

How many of you government documents librarians in the room know of the transfer guidelines that has been established by the Rare Book and Manuscripts Section? These guidelines which were printed in the ACRL Newsletter in 1985 is an excellent aid in determining how you should be looking at your material for possible transfer or preservation. It is not perfect for you because some of the material is much more recent or has special uniqueness and are not necessarily of value, but what you will find in this statement is something you can use as a point of start to understand what you have in your collections, what other people are concerned about, and what we can do with them.

I would like to encourage government document librarians to work with their colleagues in their institutions who rare books librarians. And if you do not have a rare book librarian, to contact a rare book librarian in your area who might be willing to assist you. Not all of us have the time or really the energy to make a visit, but we can make suggestions of where you can go to get appraisals of your material, what book dealers in the area you can work with, and who you might be able to contact with questions and problems you might be having with your collections.

I think what we need to understand, and I hope we learned today, is that through cooperation, we will be able to help our collections and resolve some of the problems and difficulties in them and save this material for the future.

Rare and Valuable Documents: Identification, Preservation, and Security Issues

Barbara Hulyk

The documents librarian has moved into a new era of responsibility. Factors such as the value to collectors who prize maps, plates, and content; acid/brittle paper; scarcity of complete collections or even individual documents; general abuse; and cost of replacement have combined to force documents librarians into a new role, that of conservators of their collections. There are three aspects to that role: becoming knowledgeable about "rare and valuable documents," learning preservation planning and skills, and seeing to the security of the collection.

The big question becomes: where do you start? With the limited resources of most libraries, the identification of rare and valuable documents in the collection becomes imperative in determining how to allocate resources for preservation and security. Generally speaking, these are documents that have "intrinsic value." That is, they have qualities or characteristics that make the original record have permanent value. These can be age, aesthetic or artistic quality (having maps, plates, photographs, etc.); value for use in exhibits (in some way the original has greater impact than a copy); general and substantial public interest because of direct association with significant people, places, things, issues or events; and significance as documentation for the legal basis of institutions or formulation of policy at the highest executive levels. Those most familiar with valuable and rare documents are reluctant to prepare so-called "hit lists;" and librarians are usually the last to know of such value, finding out only after their materials have been stolen or mutilated. Nonetheless, there are places to start.

The Library of Congress designates anything published prior to 1801 as material to be cataloged as rare books. If you own anything from prior to that date, you should consider placing it in your rare books or special collections. The Association of College and Research Libraries (ACRL) Rare Books and Manuscripts (RBMS) Ad Hoc Committee for Developing Transfer Guidelines published its recommendations in "Guidelines on the Selection of General Collection Materials for Transfer to Special Collections."[1] These will be helpful in determining what should be removed from the regular collection.

For anything published after 1801 and up to 1909, the most practical approach is to take the "*1909 Checklist*"[2] and assume that any publication in a library's collection that is also in the *Checklist* is worthy of further consideration. This recommendation is made for several reasons. First, the National Archives does not own those publications marked in the *Checklist* with an asterisk (* = not in the Public Documents Library). A library owning one of these should protect it. Second, the Congressional Information Service (CIS, Inc.) during the past year searched for copies of non-Serial Set materials in the 1909 *Checklist* for a microfiche project. With just two departments surveyed, Commerce and Treasury, CIS has a long list of publications it has been unable to locate. Many of these are leaflets, regulations, and circulars. They may not sound like much, but they are integral parts of our governmental history. Third, the material in the latter half of the *Checklist*, from the 1860s on, is from a period when the paper manufacturing process left residual acids, causing the paper to become brittle and disintegrate. Finally, the cost of replacement with microform products is very high, and the reproduction may not always be as legible as the original.

Several Superintendent of Documents (SuDoc) classification numbers in the *Checklist* can be immediately targeted for special consideration either as transfer items or conservation projects that might place them in special boxes. Anything in the Z section covering the first fourteen Congresses should be considered rare and valuable. Other sections are: N 1.8: Explorations and surveys; S 6: International exhibitions and expo-

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sitions; W 7.5: Explorations and surveys; and W 7.14: Explorations and surveys for the railroad from the Mississippi River to the Pacific Ocean. Many of these reports also appear in the Serial Set. A bibliography compiled by Adelaide R. Hasse includes additional exploration publications.[3] She includes *Geological Survey*, *Smithsonian*, *Coast & Geodetic Survey*, and *Ethnology Bureau*, among others. Another Hasse bibliography, *Index to United States Documents Relating to Foreign Affairs, 1828-1861*[4] includes more publications for your review. Both have been reprinted.

Obviously, not all the materials in the *Checklist* may be scarce or valuable enough to merit special treatment. They are all worthy, however, of placement in a more secure area than open stacks. If they have been in open stacks, yours may be one of the unlucky libraries that has lost some of its most valuable materials.

The Serial Set and American State Papers are examples of sets you will want to secure and keep in the best condition possible. The maps in the Serial Set have been prized by thieves for years. Donna Koepp of the University of Kansas is assembling a duplicate Serial Set collection for the purpose of removing and encapsulating all the maps. She has more than 12,000 maps, and the set is not complete. The final part of her project will be the preparation of an index to be published by Oryx Press.

Plates and lithographs also make a publication valuable. As David Heisser of Tufts University noted at a 1988 ALA GODORT/MAGERT/RBMS workshop,[5] the U.S. Coast Survey annual report of 1854 includes one of the earliest known engravings by Whistler.

Many famous scientists began their significant work with reports they wrote for early exploring expeditions. Clarence King's *Systematic Geology* is a classic, and the observations of James Dwight Dana during the Wilkes Expedition laid the groundwork for the modern plate-tectonics theory of the movement of the earth's crust. Using categories is another way of searching for important and valuable documents. We can take the category of scientific and technical dicoveries right into the twentieth century. The patent papers of Thomas Edison, the Manhattan Project, and nuclear energy publications in the 1950s will require preservation for future generations. Also, include U.S. Geological Survey publications describing the discovery of natural resources or phenomena such as major earthquakes within the mainland United States. Political events such as the U.S. Senate's McCarthy hearings and Vice President Spiro T. Agnew's resignation, and controversial reports such as that of the assassination of President John F. Kennedy will also be valuable.

Another approach to evaluate your collection for preservation and security purposes is to examine the categories of publications whose enduring value is such that libraries are now requesting that they be printed on permanent/alkaline paper. Under the American National Standards Institute (ANSI) standard, government-sponsored research studies, almanacs, census data, and survey maps qualify. Because of their legal importance, additional categories were recommended in an article, "Why GPO Should Use Alkaline Paper;"[6] publications mandated by law; annual reports; legislative history sources (House and Senate hearings, reports and documents); permanent cumulations of judicial, legislative or administrative decisions; orders and opinions; rules and regulations; yearbooks and annual statistical reports; treaty series; advisory committee reports; proceedings of conferences, institutes and advisory boards; and reports, decisions, and conferences concerning domestic and international arbitration.

Finally, give special consideration to materials pertaining to your own state or locale. If you can encapsulate only a few maps, select those of your state. Select reports and other volumes on the same basis, and do not forget the small circulars. When the Michigan State Archives was asked to update a pamphlet to be issued with a reprint of an early Great Lakes shipwrecks map, the Detroit Public Library had the only copy of the original they could locate.

Searching for valuable items in the collection can best be done with standard tools, such as *American Book Prices Current*, *Bookman's Price Index*, and Mandeville's *Used Book Price Guide*. These will give you a range of prices and some idea of those items which are highly collectable. Search both under U.S. agency names and the personal names involved since there is no consistency in the way in which publications are listed. Ask for assistance from your library's rare books specialist or a reputable rare books dealer. If your library does not own any of the pricing guides, the dealer is sure to have at least one of them, and probably receives sale catalogs from other dealers.

Conservation considerations are your next concern. These should be geared to preventing deterioration of your library's collection. Provide the proper storage environment for your materials. Year-round temperature and humidity control with proper air circulation and limited exposure to ultraviolet light help protect materials. High temperature and humidity encourage pests and mildew, while too little humidity causes paper to dry out. According to Robert Milevski, Head of Preservation at the Milton Eisenhower Library, the recommended temperature is in the 65-75° range, and humidity for paper should be 40-55 percent or lower. Microforms need even lower humidity, 35 percent with a 5 percent plus or minus leeway. Dust and dirt damage materials, so good housekeeping practices are important: cleanliness, no food and drink, and no smoking. Be sure to clean books and shelves on a regular schedule and inspect for mold. Shelving can also cause damage, particularly when books are jammed or fall open. On ribbed shelving, create a flat surface by lining with acid-free board. Develop and implement policies for the proper use and handling of materials for both staff and patrons. These can be as simple as how to remove books from the shelves and replace properly or how to photocopy without damaging the material. Badly deteriorated items can be considered for microfilm or preservation photocopying. Learn good repair techniques. There are many books, videos, and workshops to assist you. These are practices that you can apply to your entire collection.

For the care and repair of your valuable and rare items, you need expertise. If you do not have a preservationist on your staff, consult one of the regional centers such as SOLINET or the Northeast Preservation Center. The best training is hands on, and you do not want to make mistakes on your most valuable items.

Financial resources, space, and staffing arrangements influence the security of your collection. An area with controlled access will help protect your collection, but having staff with their eyes open and aware is also vital. Thieves have included well-known faculty and researchers. Know how many maps or volumes a patron has and be sure all are returned. If the maps in a rare document are counted before you give them to a patron, doing a quick check at return can protect against losses.

This is only a brief overview of problems and solutions pertaining to rare and valuable documents. One of the areas I have omitted is disaster planning, which should be a concern for all librarians and not just documents people. You will find titles that may be helpful in the Resource Bibliography at the end of the article. As part of the current efforts to address these issues, the Government Documents Round Table (GODORT) of the American Library Association, ALA's Map and Geography Round Table (MAGERT), the Government Publication Librarians of New England (GPLNE), GODORT of MICHIGAN and the documents librarians of Ohio are donating funds to prepare an in-depth packet of information for every depository library this year.

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Intrinsic Value in Archival Material

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Intrinsic Value In Archival Materials

Introduction

The term "intrinsic value" has long been used by archivists to describe historical materials that should be retained in their original form rather than as copies. In 1979 the term gained particular importance for the National Archives and Records Service (NARS) as it began to consider possible large-scale replacement of paper records with miniaturized or other copies. To meet the challenge of distinguishing between records that need not be retained in their original form after an acceptable copy has been created and those that require preservation in the original, NARS established the Committee on Intrinsic Value. The Committee's work was three-fold: first, to write a comprehensive and broadly applicable definition of intrinsic value; second, to define the qualities and characteristics of records having intrinsic value; and third, to demonstrate application of the concept of intrinsic value in decisionmaking. The Committee completed a preliminary report in January 1980 and its final report in September of that year.

The Committee intended that its work should be useful for decisions relating to all physical types of records and manuscripts and should be relevant under varying and unforeseen circumstances. The Committee therefore sought first to establish the theoretical basis for the concept and then to be as specific as possible in identifying the qualities and characteristics of historical materials having intrinsic value. The Committee recognized that application of the concept of intrinsic value would be subjective and must always be dependent on trained archival judgment and professional debate.

Report of the Committee on Intrinsic Value

Intrinsic Value In Archival Materials

Intrinsic value is the archival term that is applied to permanently valuable records that have qualities and characteristics that make the records in their original physical form the only archivally acceptable form for preservation. Although all records in their original physical form have qualities and characteristics that would not be preserved in copies, records with intrinsic value have them to such a significant degree that the originals must be saved.

The qualities or characteristics that determine intrinsic value may be physical or intellectual; that is, they may relate to the physical base of the record and the means by which information is recorded on it or they may relate to the information contained in the record. Records with intrinsic value may be retained for either their evidential or informational value.

The archivist is responsible for determining which records have intrinsic value. Ordinarily this determination is made at the series level. As in all other archival appraisal activities, context is the key to making these determinations and context is normally best preserved by considering the entire series. The archivist, however, also may determine that certain individual record items within a series have intrinsic value, especially those items to be retained because of special physical characteristics.

Qualities and Characteristics of Records With Intrinsic Value

All record materials having intrinsic value possess one or more of the following specific qualities or characteristics. These qualities or characteristics relate to the physical nature of the records, their prospective uses, and the information they contain.

1. *Physical form that may be the subject for study if the records provide meaningful documentation or significant examples of the form*

   Documents may be preserved in their original form as evidence of technological development. For example, a series of early press copies, glass-plate negatives, or wax-cylinder sound recordings may be retained. All records having a particular physical form would not be considered to have intrinsic value because of this characteristic; however, a selection broad enough to provide evidence of technological development would be considered to have some value.

2. *Aesthetic or artistic quality*

   Records having aesthetic or artistic quality may include photographs; pencil, ink, or watercolor sketches; maps; architectural drawings; frakturs; and engraved and/or printed forms, such as bounty-land warrants.

3. *Unique or curious physical features*

   Physical features that are unique or curious might include quality and texture of paper, color, wax seals, imprints and watermarks, inks, and unusual bindings. All records having a particular physical feature would not be considered to have intrinsic value because of this feature; however, an exemplary selection of each type would be considered to have such value.

4. *Age that provides a quality of uniqueness*

   Age is a relative rather than an absolute quality. Generally, records of earlier date are of more significance than records of later date. This can be because of a historical change in the functions and activities of the creator of the records, the scarcity of earlier records, a change in recordkeeping practices, or a combination of these. Age can be a factor even with comparatively recent records. The earliest records concerning, for example, the development of the radio industry or of nuclear power could have intrinsic value because of age.

5. *Value for use in exhibits*

   Records used frequently for exhibits normally have several qualities and charactersitics that give them intrinsic value. Records with exhibit value impressively convey the immediacy of an event, depict a significant issue, or impart a sense of the person who is the subject or originator of the record. In these cases, the impact of the original document cannot be equaled by a copy.

6. *Questionable authenticity, date, author, or other characteristic that is significant and ascertainable by physical examination*

   Some records are of doubtful authenticity or have informational content that is open to question. Although it is impossible to foresee which documents will be questioned in the future, certain types of documents are well known to have the potential for controversy and, if the original records are extant, handwriting and signatures can be examined, paper age can be ascertained, and other physical tests can be performed. In some cases the controversy can be resolved by recourse to the original item (such as by an examination of the handwriting, the age of the paper, or the original negative of the photostatic print), while in other cases the item will not be conclusive but will provide the researcher with the best evidence from which to draw conclusions (original photographs of UFO's, for example).

7. *General and substantial public interest because of direct association with famous or historically significant people, places, things, issues, or events*

   This criterion is not only the most difficult to apply, but also the most important in terms of the volume of records to which it could be applied. It could be used to justify preserving in original form almost all permanently valuable records because of their historical importance. On the other hand, if limited to records of unusual significance, it would be used to justify disposal of almost all original records. Archival judgment is the crucial factor in determining whether there is *general* and *substantial* public interest, whether the association is *direct*, and whether the subject is *famous* or *historically significant*. Generally, those series with a high concentration of such information should be preserved.

8. *Significance as documentation of the establishment or continuing legal basis of an agency or institution*

   Agencies or institutions are founded and acquire or lose functions and responsibilities through the actions of the executive, legislative, and judicial branches of the Government. Records documenting these actions may be found concentrated in series or scattered in various series. They have in common the characteristic of documenting the shifts in function of the agency or institution at the highest level.

9. *Significance as documentation of the formulation of policy at the highest executive levels when the policy has significance and broad effect throughout or beyond the agency or institution*

   Numerous records reflect policy decisions; however, most policy decisions have a relatively limited impact and reflect a relatively small area of authority. The characteristics that give policy records intrinsic value are the origin of the records at the highest executive levels, breadth of effect, and importance of subject matter.

Application of the Concept of Intrinsic Value

Records that possess any characteristic or quality of intrinsic value should be retained in their original form if possible. The *concept* of intrinsic value, therefore, is not relative. However, *application* of the concept of intrinsic value is relative; opinions concerning whether records have intrinsic value may vary from archivist to archivist and from one generation of archivists to another. Professional archival judgment, therefore, must be exercised in all decisions concerning intrinsic value. Coordination between units holding records within an archival institution also may be necessary. For example, members of units holding similar records whose form may be the subject for study (quality 1) should consult one another to ensure that an adequate but not duplicative selection of records in that form is preserved. Although the concept of intrinsic value may be easier to apply to older records, decisions concerning intrinsic value can be made for all records determined to have sufficient value to warrant archival retention.

Copies of records having instrinsic value may be made for necessary archival purposes, including use by researchers. In fact, the fragility, rarity, or significance of the records may require that researchers normally work from reproductions.

Records that have intrinsic value should be considered for conservation or restoration; however, the determination that records have intrinsic value is only the first step in a decisionmaking continuum for preservation activities. Priorities and order of preservation activities should be guided by additional factors such as significance and frequency of use, rate of deterioration, seriousness of potential future preservation problems, and efficacy and expense of available treatments.

Although records with intrinsic value constitute the core of the holdings that archival institutions should maintain in original form, institutions also must retain records for which archivally acceptable copies cannot be made. This report does not attempt to establish comprehensive standards for archivally acceptable copies. At a minimum, however, such copies should have durability and utility for research use and for duplication equivalent to the records in their original form. If adequate copies of such records cannot be made, originals lacking intrinsic value may not be considered for disposition. For example, because, at present, reproductions made from duplicates of audiovisual records normally are of lower quality than reproductions made from the originals, most audiovisual records should be retained in their original form. When copies with equivalent or superior quality can be produced from reproductions, the originals could be considered for disposal.

Some records without intrinsic value also must be preserved in original physical form because such preservation is required by law.

Following are three examples of the use of the concept of intrinsic value in the decisionmaking process as applied to particular series of records in the National Archives. In these examples, archivists first reviewed the series in accordance with the intrinsic value criteria. Second, if the records lacked intrinsic value, archivists then determined whether any statute required retention of the records in their original form. Finally, if the responses to the first two inquiries were negative, archivists examined the archival adequacy of the copies of the records. While archivists may not prepare formal papers such as those that follow, similar questions should be asked and answered for any proposed disposition of original records.

I. RG 33, Records of the Federal Extension Service. Farm Labor Program. Prisoner-of-War Program. 1943-46. 1 ft.

Arranged alphabetically by State.

Correspondence regarding the needs, placements, and status of prisoners of war employed in agriculture. The records reflect the relationship between the use of prisoner-of-war labor and migratory labor from Mexico and the Caribbean.

* * *

A. Intrinsic value criteria

1. Example of physical form? No. These are records in the usual physical forms of mid-20th-century records.
2. Aesthetic or artistic? No. These records are not visually interesting.
3. Unique or curious physical features? No. There are no three-dimensional materials or unusual bindings, seals, papers, or inks.
4. Age? No. These records are not unique in terms of age because there are many records from the World War II period, including records relating to POW's, among the permanent holdings.
5. Exhibit potential? Unlikely.

6. Authenticity? No. There are no doubts as to the authenticity of the records and no suggestion of forgery or other record tampering. There is no problem of signature or handwriting identification.
7. General public interest? No. Although the records reflect a significant issue in U.S. history (i.e., the treatment of POW's in World War II), the records are not used frequently, no significant persons are named in the records, and no significant events are recorded.
8. Legal basis of an agency or institution? No. These are records of implementation.
9. Policy at high level of Government? No. These are operating level records.

Conclusion: This series of records does not have intrinsic value.

B. Are these records covered by a statute requiring retention in original physical form? No.

C. Can adequate copies be created? Yes. The records do not vary in size, there are no problems of scale or color coding, and the ease of reference is not impaired by use of a reproduction. There is no privacy problem that would bar reproduction at this time.

Conclusion: The custodial unit can duplicate and request disposition of these records.

II. RG 49, Records of the Bureau of Land Management. Public Land Disposals. Abandoned Military Reservations. 1818-1945. 60 ft.

Arranged chronologically by date of intitial disposition or activity on the reservation land.

Executive orders, correspondence, title papers, plats, maps, blueprints, tracings, and printed items that document the General Land Office's role in the creation of military reservations from public lands and its responsibility for the disposal of reservations or portions of reservations abandoned by the War and Navy Departments. The records include information about goods and services available on the posts. Related records are found in other series of records of the General Land Office and among the general records of the Department of the Interior, the Office of the Chief of Engineers, the Office of the Quartermaster General, the Adjutant General's Office, United States Army commands, and the Office of the Judge Advocate General (Army).

* * *

A. Intrinsic value criteria

1. Example of physical form? No. These are routine types of records of the Government in the 19th and 20th centuries.
2. Aesthetic or artistic? Occasionally. The cartographic and architectural items are usually utilitarian, although some have artistic embellishments.
3. Unique or curious physical features? No. There are no three-dimensional materials or unusual bindings, seals, papers, or inks.
4. Age? Yes. The pre-Civil War records concerning military reservations in the United States are small in quantity in comparison to the records of post-Civil War periods. In these files, pre- and post-Civil War materials are interfiled.
5. Exhibit potential? Yes. These records could be used for exhibits on military posts, exploration of the West, organization of the frontier, surveying, land disposition, military organization, and even autographs (William Tecumseh Sherman, Joel Poinsett).
6. Authenticity? No problem.

7. General public interest? Yes. Many military historians and enthusiasts use these materials; the Council on Abandoned Military Posts is particularly interested.
8. Legal basis of an agency or institution? No. These are records of the implementation of land acquisition and disposition policy, not the records of the establishment of the basis for the policy.
9. Policy at high level of Government? No. Although the records do contain significant correspondence from the Secretaries of War and the Interior regarding the implementation of land disposition policy, this correspondence does not document the making of policy.

Conclusion: The records have intrinsic value.

III. RG 341, Records of Headquarters U.S. Air Force. Air Technical Intelligence Center, Wright-Patterson AFB, Ohio. Aerial Phenomena Branch. Three related series of audiovisual records composed of photographs (7,280), sound recordings (23), and motion pictures (20) from "Project Blue Book." 1950-67. 7,323 items.

Arranged by case number.

Audiovisual records in different formats created, acquired, or collected by the U.S. Air Force during its official investigation into the existence of unidentified flying objects (UFO's). There are photographs (35 mm negatives) of 21 alleged sightings of UFO's, including some photos recorded on roll film that show timed radar responses of the observed phenomena. The motion pictures (8 mm and 16 mm) are composed mainly of original camera footage (unedited) filmed by military personnel and civilians. The sound recordings were recorded or acquired by the Air Force and contain interviews with individuals claiming to have seen UFO's as well as sound recordings made at the time of the alleged sightings. Related textual records are in accompanying series of case files and project files of "Project Blue Book."

• •

A. Intrinsic Value Criteria

1. Example of physical form? No. The forms represented are standard, common forms of audiovisual reproductions.
2. Aesthetic or artistic value? No.
3. Unique or curious physical features? No.
4. Age? No.
5. Exhibit potential? Yes.
6. Authenticity? Yes. The entire phenomenon of the history of UFO's and the controversy surrounding their existence, as well as questions concerning the purpose and function of "Project Blue Book," require that the original records created or acquired by the Air Force and deposited with NARS be preserved and available for research scrutiny, testing and examination, and verification. This is especially a consideration because audiovisual documents are highly susceptible to tampering and manipulation. There is continued speculation and public doubt about the adequacy of the "evidence" and the conduct and conclusions of the official investigation.
7. General public interest? Yes. The history of UFO's, although a specialized research topic, does have a wide-ranging and emotional interest and fascination to the public.
8. Legal basis of agency or institution? No.
9. Policy at high level of Government? No. These are operating level records.

Conclusion: The records have intrinsic value.

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The Book as Object*

by R. Gay Walker

This list of considerations has been formulated to aid collection managers and curators in the review of library materials that might be rare and/or valuable. It is an attempt to identify the reasons why books become rare and deserving of retention in their original format.

Many items are important largely or entirely because of their format, and there are often clear reasons to maintain those titles in their original states. In other cases, the reasons may not be so clear, but there may be certain physical elements that should be weighed carefully before contemplating either withdrawal or a conversion to another format for any reasons, including deterioration, space-saving, superseded editions, or duplication. Such a list may provide an incentive to retain those items having significant information embodied in their physical format that might otherwise be lost.

This list was developed by the Preservation Committee [of the Research Libraries Group] with input from the Collection Management and Development Committee and the Manuscripts and Special Collections Task Force. Other documents on this topic were consulted that aided in the compilation of this list including the National Archives and Records Service document, "Intrinsic Value in Archival Material" (Staff Information Paper 21), "The Transfer of Materials to Special Collections" of the Archives and Special Collections Task Force, Rare Book and Manuscript Section, College and Research Division of the American Library Association, an article on "The Preservation of Bibliographic Evidence" (unpublished) by Ellen McCrady, New York Public Library's Technical Memorandum No. 40 on "Permanent Retention of Materials in the General Collections in Their Original Format," and the chapter on Selection for Preservation Microfilming in the volume on Preservation Microfilming edited by Nancy Gwinn (1986).

This is by no means a prescriptive list, and it is not presented in priority order. It does not represent RLG policy and is offered for informational, educational, and selection aid only.

CONSIDERATIONS IN THE RETENTION OF ITEMS IN ORIGINAL FORMAT

1. Evidential value
    - a) Physical evidence associated with the printing history of the item, such as registration pin marks, cancels, printing techniques, paper, and typographic errors
    - b) Evidence of the binding history of the volume such as original sewing stations, binding structure, printed wastepapers used in the spine lining, and cover materials
    - c) Significant physical evidence added to the volume such as marginalia, marks of ownership, and relevant ephemera laid or tipped in
2. Aesthetic value
    - a) Bindings of unusual interest/technique/artistry
        - Historical/developmental interest of structure/materials
        - Signed/designer bindings
        - Early publishers bindings
    - b) Other book decorations of interest (e.g., gilding, gauffering, decorated endpapers, fore-edge paintings)
    - c) Illustrations not easily reproducible or meaningful only in the original
        - Color
        - Original woodcuts/etchings/lithographs, etc.
    - d) "Artists' books" where the book is designed as an object
    - e) Original photographs
    - f) Maps of importance
    - g) Pencil, ink, or watercolor sketches
3. Importance in the printing history of significant titles
    - a) First appearance
    - b) Important bibliographic variants
    - c) Important/collected fine press printings
    - d) Indications of technique important to the printing history
    - e) Examples of local imprints
4. Age
    - a) Printed before [specific dates] in [specific countries] (e.g., all titles printed before 1850 in the U.S., or all books printed before 1801)
    - b) Printed during the incunabula period of any area (the first decades)
    - c) Printed during specific later periods, such as war years, in specific countries
5. Scarcity
    - a) Rare in RLG/NUC/major European libraries
    - b) Less than 100 copies printed
6. Association value of important/famous/locally-collected figures or topics
    - a) Notes in the margin, on endpapers, within the text
    - b) Bookplates and other marks of ownership of such figures; other evidence of significant provenance
    - c) Inscriptions/signatures of importance
7. Value: Assessed or sold at more than [specific cost]
8. Physical format/features of interest
    - a) Significant examples of various forms as evidence of technological development
    - b) Unique or curious physical features (e.g., watermarks of interest, printing on vellum, wax seals, etc.)
    - c) Certain ephemeral materials likely to be scarce, such as lettersheets, posters, songsters, and broadsides
    - d) Manuscript materials
    - e) Miniature books (10 cm or less in height)
    - f) Books of questionable authenticity where the physical format may aid in verification
    - g) Representatives of styles/fads/mass printings that may now be rare
9. Exhibit value
    - a) Materials important to an historical event, a significant issue, or in illustrating the subject or creator
    - b) Censored or banned books

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RBMS Ad Hoc Committee for Developing Transfer Guidelines. "Guidelines on the Selection of General Collection Materials for Transfer to Special Collections." *College and Research Libraries News*. 46 (July/August 1985): 349-352, (c) ALA.

Guidelines on the selection of general collection materials for transfer to special collections

By the RBMS Ad Hoc Committee for Developing Transfer Guidelines

Chair, Samuel A. Streit

Rarities in the stacks—how to identify and move them.

Many libraries intentionally acquire rare books, documents and manuscripts, but virtually all libraries acquire books and documents which, with time and changing circumstances, and regardless of intention, become rare. Over time, they acquire a special cultural and historical value, and sometimes a significant financial value in the market place, as well. The following guidelines relate to librarians' responsibility to identify rare and valuable materials in general and open stack collections and to arrange for their transfer to the greater security of special collections departments.*

These guidelines reflect two pervasive and underlying conditions which influence both the formulation and the administration of transfer policy: the identification of the rare and special, and the complex interaction of library departments required to effect changes in the records by which readers are informed of the location of materials.

Transfer policies and procedures will vary from institution to institution, depending on staffing, physical setting, and use of the collections; these guidelines are written to identify the general topics to be considered in an adequate transfer program.

The transfer policy and delegation of responsibility

A successful transfer program depends upon cooperation and coordination at every level of the library organization. Both will be assisted considerably by a written policy statement. In developing the policy, it is essential to obtain the sanction of the library's senior administration. The policy should be written by those administratively responsible for the transfer program, usually the head of Special Collections, the Collection Development Officer, or the two in concert. Articulation of selection criteria and transfer procedures must involve all relevant components of the library: these will generally include Special Collections, Reference, Cataloging, Gifts, Circulation, Preservation and Collection Development and may include systems representatives in libraries under automation.

The transfer policy must:

1. promulgate publicly the library's definition of and policy toward rare and special collections, strongly justifying the measures being taken to pro-

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*While some libraries have had a good experience with intermediate, restricted access collections, others have not. The wisdom of whether to form them seems to depend on circumstances peculiar to a library and is not addressed in these guidelines. Note, however, that their use requires policy decisions regarding what to transfer and how to do so which are considered parallel to those considered here.

tect rare materials, and describing how these measures will enhance the institution's resources in carrying out its mission;

2. establish firm lines of authority for the conduct of an economical and expeditious program;

3. reflect wide agreement on selection criteria and procedure based on the institution's mission, its resources for carrying out that mission, and the nature and strengths of its special collections;

4. list the criteria of rarity being used in selecting transfer items, which may be influenced to some extent by the nature and strengths of the library's general and special collections;

5. set forth clear procedures to be followed in the transfer process, including procedures for recommending transfer, altering bibliographic and circulation records, and inspection by the Preservation Officer;

6. instruct readers regarding the procedure whereby they can cause review of individual items thought to require restricted access.

In many cases it will be natural to solicit the review of draft statements of the policy by representatives of faculty, students, and/or other well-informed researchers. It may be useful to consult with staff at other libraries or to bring in a consultant to review or advise on statement preparation.

Once completed, the policy should be approved by the library's senior administration and incorporated into the library's overall collection development policy.

Transfer procedures

A transfer program has three phases:

I. the identification of materials which fit the selection criteria;

II. the physical relocation and processing (label removal, and/or repair and preservation processes) required; and

III. record changes.

I. Identification of materials

Ideally, a transfer program will systematically inventory large segments of the general collections, examining each item individually and reviewing the bibliographic records for each: catalog cards, computerized records, accession or shelf list and so on.

Few libraries, however, will find such a comprehensive review possible. They will opt instead to review materials and records selectively, perhaps as part of a program with another purpose. Regardless of how broadly or narrowly based the transfer program is, it is necessary to bear in mind that direct inspection of both individual transfer candidates and their corresponding bibliographic records are of the utmost importance. A selective program based on knowledge of the history of the collection and designed to review areas of known strength may—in many libraries—meet a substantial part of the need.

A selective review may include any of the following:

1. reading the shelves (or examining the shelf list) in classifications known—or thought—to contain candidates for transfer. Examples might include those with a high concentration of early imprints or local imprints;

2. reviewing an imprint date file list for early books in subjects of particular interest and value; or

3. producing from machine-readable records review lists based on imprint date, place of publication, literary genre or subject, or any combination of similar keys.

Examples of library activities during which materials or records are reviewed and rare material may be identified include:

a. acquisitions;
b. gifts and exchange;
c. cataloging;
d. preservation;
e. binding;
f. photoduplication;
g. microreproduction;
h. circulation (either charge or discharge);
i. inventorying and shelf-reading;
j. interlibrary loan;
k. preparation of exhibitions;
l. collection surveys;
m. retrospective conversion or records; and
n. weeding.

Any of these activities may lead to the discovery of multiple copies in the collection, the retention or disposal of which will be determined by local policy.

II. Conservation treatment

Conservation treatment should be considered carefully during the development of a transfer policy. It is tempting to build into the policy physical treatment which responds sympathetically to the needs of each individual item, although this may create backlogs or funding requirements which complicate the transfer program. It may prove more effective to prescribe only the most simple physical treatments and to use the necessity of handling each item as an opportunity to gather the data required to design a program for more extensive refurbishing of the collection.

III. Record changes

A means must be devised, as part of the transfer program, to inform readers promptly when the location of an item has been changed. The most effective way to do this is through recataloging. This may, however, prove beyond the means of libraries faced with the transfer of any substantial number of items. The following techniques have obvious attractions (economic) and disadvantages (access to the collections). Still, a library might choose to:

a. annotate (or jacket) catalog cards; all cards might be treated or, less successfully, only some (e.g., main entry);

b. charge items via a circulation record. The record system should be selected carefully: "transfer records" have a way of aging into obsolete systems and thus become doubly (or trebly) removed from the public;

c. indicate in machine readable records a change in location;

d. place a dummy in the old location to refer to the new;

e. transfer all materials published prior to a stated date (e.g., 1751 or 1801) in some or all subject classifications without record change but with general publicity. This systematic change has been received well in some libraries.

What to transfer

The transfer decision simultaneously evaluates the unique qualities of an item and applies institutional policy. Thus the candidate for transfer (e.g., a 16th century book) may be within the scope of an existing special collections or rare book collection development policy. Selection for transfer implies that all similar items in the collection (e.g., all books in original bindings printed before 1751) ought also be identified.

The constraints on policy are familiar: institutional mission, on the one hand, and, on the other, the resources—personnel, space and equipment, technology, and budget—needed to conduct that mission. The interaction between mission and resources dictates realism and, often, compromise. Defining what is rare or unique is not always obvious, and decisions will vary among institutions. Still, certain general considerations apply in evaluating an item for transfer:

- its age;
- its intrinsic characteristics and qualities;
- its condition;
- what we know from other sources.

I. Age

The longer an item has survived, the more worth saving it probably becomes; as an item ages it becomes one of a decreasing number of witnesses to its own time. Consequently there is now universal agreement on the need to protect 15th-century printing, even if fragmentary or present in leaf-books. There is growing agreement on the same grounds to protect all materials, regardless of form or condition, printed before 1801. There is less general agreement on books of later date and on "regional incunables"—books published in a locality or region in the first years (or decades) after printing was established in them—in spite of a consensus that responsibility for them must somehow be distributed among many institutions.

II. Intrinsic characteristics

Books provide two kinds of physical evidence: first, the technological facts of their production, which can be determined by a close examination of the physical objects; second, the aesthetic qualities of illustrations, typography, binding, and so forth. With the first class, institutional circumstances *may* necessitate partial or complete substitution of the original by microform or photocopy. But there is general agreement, for example, that manuscripts, documents, and original drawings, all necessarily unique, require special protection of the artifacts themselves. Such volumes will require transfer. By the same argument books with fore-edge paintings should be transferred although the text itself may be of little consequence.

It is generally recognized that miniature books (10 centimeters or smaller) are too vulnerable for open stacks and that books with engravings, lithographs, and original photographs—necessarily produced in limited quantities at any time—are vulnerable to mutilation and deserve protection.

Other categories on which there is wide, but not always, general, agreement include:

a. fine and signed bindings;
b. early publishers bindings;
c. extra-illustrated volumes;
d. books with significant provenance;
e. books with decorated end papers;
f. fine printing;
g. printing on vellum or highly unusual paper;
h. volumes or portfolios containing unbound plates;
i. broadsides, posters and printed ephemera;
j. books by local authors of particular note;
k. materials requiring security.

III. Condition

While age itself dictates transfer for our oldest surviving books, condition may be more important in judging more recent material. All values of the book—scholarly, bibliographical, and market—are greatly affected by condition. Copies that are badly worn, much repaired or rebound, should not automatically be considered for transfer, unless the age of the material preempts condition as a criterion.

The durability of most library materials declined drastically since the mid-nineteenth century, and it is now increasingly difficult to locate even representative examples of many printing and binding processes in fine original condition. So many volumes have required rebinding, for example, that the richness of the original decorative art applied to bindings and printed endpapers is increasingly difficult to find and study. Lesser copies must, therefore, be scrutinized with care as possible transfer items.

In the twentieth century, books generally have been issued in dustwrappers which most "general" libraries routinely (and for good reasons) discard. Nonetheless, dustjackets, like other ephemera, frequently contain important information (e.g., text, illustrative design, and price), and serious consideration should be given to their retention.

IV. What we know from other sources

The rarity and importance of individual books are not always self-evident. Some books, for example, were produced in circumstances which virtually guarantee their rarity (e.g., Confederate imprints).

Factors affecting importance and rarity can include the following:

1. desirability to collectors and the antiquarian book trade;
2. censored or banned books;
3. early and especially important works in a particular field of study or genre of literature;
4. works published in very limited editions or items known to be scarce;
5. costly acquisitions.

Older reference works and early periodicals still needed for general use frequently become highly valuable and may require careful consideration, especially if facsimile or other reprint editions are available to replace them on the open shelves.

The definition and redefinition of transfer policy is complex and ongoing. Its creation and refinement is continuous, requires the exercise of imagination and good judgment, and profits from wide and informed reading. Although there is no literature dealing with transfer *per se*, the following books, selected from the large literature of books about books and book collecting, may provide special help to those charged with forming and reforming their library's policies.

1. Brook, G.L. *Books and Book Collecting*. London: Andre Deutsch, 1980.

2. Carter, John. *ABC for Book Collectors*, 6th ed. rev. by Nicolas Barker. London: Granada Books, 1980.

3. Carter, John. *Taste and Technique in Book Collecting*. Cambridge: Cambridge University, 1947; reprinted, London: Private Libraries Assoc., 1982.

4. Cave, Roderick. *Rare Book Librarianship*, 2nd rev. ed., New York: R.R. Bowker, 1983.

5. Gaskell, Philip. *A New Introduction to Bibliography*. New York: Oxford University Press, 1972.

6. Peters, Jean, ed. *Book Collecting: A Modern Guide*. New York: R.R. Bowker, 1977.

7. Peters, Jean. *Collectible Books: Some New Paths*. New York: R.R. Bowker, 1979.

8. Schreyer, Alice D. *Rare Books, 1983-84*. New York: R.R. Bowker, 1984.

Editor's Note: Members wishing to comment on these guidelines may write to Samuel A. Streit, Assistant University Librarian for Special Collections, John Hay Library, Brown University, Box A, Providence, RI 02912. ■■

NATIONAL LIBRARY OF MEDICINE

NATIONAL PRESERVATION PROGRAM
FOR THE BIOMEDICAL LITERATURE

Care and Handling of Bound Library Materials

It is important to understand the fundamental techniques of proper care and handling of library materials. The following recommendations offer some tips to minimize damage and destruction to the books in your library's collection.

General Handling

- Books and other library materials should always be handled with clean hands and used in a clean work space.
- Don't lay a book face down to mark your place. This can seriously weaken the binding. Also, always support the covers when you open a book. This practice will help preserve the hinges of the book.
- Do not eat or drink when handling library books and other materials. Not only can crumbs and spills stain and damage the books, they may attract paper-eating insects or rodents.
- Do not use self-sticking notes on books. The glue on these self-sticking notes may cause dirt to adhere to the pages and may cause pages to stick together.

Shelving

- Remove a book from the shelf by pushing the adjacent volumes back far enough to grasp the book in the middle of the spine. Do not remove a book from the shelf by grasping the top of the spine as this may cause the spine to tear at the headcap.
- Always use bookends so that books will stand upright. When books lean on a shelf, the hinges are weakened and warping and distortion can occur.
- When shelves become full, materials should be shifted to minimize damage to the books from overcrowding.
- Shelve books upright with the spine facing out. If they cannot be shelved upright, it is better to shelve them spine down. Books should never be shelved spine up because the weight of the volume and the force of gravity may cause damage to the hinges and textblock.
- Folios (volumes too tall for normal shelving) should be laid flat on wide shelves. No more than 3 or 4 volumes should be stacked together. Folio volumes should be removed carefully, taking the top volumes off before retrieving the desired book.
- Do not push books to the back wall of the shelf -- lack of air circulation can contribute to mold growth in a warm humid environment, and damage may occur to the edges of the volume from the rough wall surfaces.

- Watch for books that are returned from circulation stuffed with papers, letters, notes, etc. Remove these materials before shelving.
- To avoid water damage shelve all books at least 4" above the floor.

Photocopying

- Do not force a book to open flat when photocopying: this will place stress on the book's spine and can weaken the volume or actually break the spine.
- Place restrictions on photocopying materials that are fragile or very tightly bound.
- When replacing older photocopiers, consider purchasing a right-angle copier (i.e., a copier in which the screen extends to the edge of the machine). This type of photocopy machine eliminates the need for the book to be forced open 180°.

Processing

- Open new books carefully. Never force the covers back because this can cause the spine to break, especially if the volume is tightly bound.
- Do not attach metal paper clips to book pages as they will crimp and tear the paper and can leave rust stains.
- Rubber or elastic bands paper can damage books especially if the paper has already become brittle. Materials should be tied together with cotton string whenever possible.
- Avoid putting thick processing packets in books as they can stress and weaken the spine.
- Notations in the book (e.g., to designate the main entry on the title page, or to indicate the call number on its verso), should always be made in pencil, never in ink.
- Avoid leaving stacks of books piled up on your desk where they can easily be tipped over.

Transporting

- If more than three books are to be carried around at a time, use a book truck. Carrying several books at once increases the risk of dropping and thus damaging them.
- Place books upright on trucks; oversized books should be placed flat. Do not position books on their fore-edges or lay them across the tops of other books.
- Use bookends as needed to support materials on book tucks. Load and transport books carefully so they will not fall off the truck during moving.

NLM Preservation Section 1988

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TECHNICAL LEAFLET

Bound Materials

HANDLING BOOKS IN GENERAL COLLECTIONS

The care with which a book is handled by readers and library staff members directly affects its longevity; proper handling and storage can prolong the life of a library's collection.

I. Appropriate shelving for books of ordinary size
   1. Use smooth, solid shelves without jagged edges or protruding screws.
   2. Stand all books upright, resting on their base.
   3. Use bookends for shelves that are not full.
   4. Fill shelves; do not leave shelves too loosely or too tightly packed.
   5. Shelves must be a minimum of four inches above the floor.

II. Appropriate shelving for oversize books
   1. Use broad, fixed, or roller shelves.
   2. Shelve oversized books flat, if possible, with no more than three or four volumes stacked.
   3. No protrusion of books into aisles.

III. Appropriate removal of ordinary-size books from shelves
   1. Ease books on either side of the desired volume further back on the shelf. Grasp the exposed book by the sides with the whole hand. Remove book and readjust the bookend.
   2. Place a forefinger firmly on the top of the textblock and tilt the book back until it can be firmly grasped by the sides and removed from the shelf.

IV. Appropriate replacement of ordinary-size books on shelves
   1. Loosen bookend.
   2. Move books on shelf to create a space.
   3. Reinsert book in the space.
   4. Readjust the bookend.

V. Appropriate removal of oversize books from shelves
   1. If books are stored flat, transfer upper volumes to a free shelf or adjacent book truck. Remove desired volume with *both* hands and transfer upper volumes back onto shelf.
   2. If books arae stored upright, follow III.1., above.

VI. Appropriate replacement of oversize books on shelves
   1. If the book is to be stored flat, transfer upper volumes to a free shelf or adjacent book truck. Replace volume on the shelf with *both* hands and transfer upper volumes back onto shelf.
   2. If the book is stored upright, see IV., above.

VII. Transport of books

Use a book truck that is:

1. easily maneuverable,
2. has wide shelves or protective rails to secure the items in transit,
3. has bumpers on corners to minimize damage from inadvertent collisions.

Load the book truck so:

1. books are upright, as they are on the shelf in the stacks,
2. books do not protrude beyond the edges of the truck,
3. the center of gravity on the loaded truck is low.

VIII. General handling of books

1. Keep hands clean.
2. Prohibit food, drink, or smoking materials in close proximity to books.
3. Support covers when book is open.
4. Avoid forcing books to open rather than they open easily.
5. Avoid excessive use of enclosures; do not place any enclosure in the joint just under the cover.
6. Do not use paper clips in the text.

IX. Photocopying

1. Support covers and pages of book while in the process of photocopying.
2. Never force volumes flat on copy machine.
3. Learn to recognize and do not attempt to copy books whose size or structure prevent them from copying easily or well.
4. Microfilm materials that are too brittle to photocopy safely, and offer patrons print-outs or copies of the film itself.

Damage to books is cumulative. Repeated poor handling can quickly transform a new book into a worn book, and a worn book into an unusable book that requires costly repair or replacement. Proper use of books by each individual prolongs the life of a library's entire collection.

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Library of Congress
National Preservation Program Office
Washington, DC 20540
July 1984

NATIONAL LIBRARY OF MEDICINE

NATIONAL PRESERVATION PROGRAM
FOR THE BIOMEDICAL LITERATURE

Methods of Library Binding

Library binding of books and journals is a major preservation activity. Librarians are encouraged to participate actively in selecting types of bindings that are appropriate for their collections. Previously, these decisions were perceived to be the domain of the commercial binder: today librarians are becoming more aware of the requirements, options and long term consequences of binding decisions.

Basic Considerations

Condition and end use of the item should determine the method of binding. The binding method chosen should be as non-damaging to the text block as possible. The bound volume should open easily to a 180° angle to prevent damage during photocopying and to allow the reader to take notes without having to press down on the volume to keep it open.

Before selecting a binding method, librarians and binders should consider such factors as paper quality, the width of the gutter or inner margin, and whether the leaves are single sheets or folded sections. Other variables to consider are spine loss during the binding process; relative cost; strength of the binding; and whether the volume can later be rebound if necessary.

Choosing Among The Options

Retaining The Original Sewing

Whenever the original sewing is intact, it is a good practice to replace only the covers and endsheets using the new case technique (also referred to as recasing.) This process is least damaging since it does not involve trimming the inner margins. Because recasing is more labor intensive, the cost is sometimes higher. Recasing is always more desirable than rebinding when the orginal sewing is still good.

Center Fold Sewing

The center fold sewing technique (also referred to as sewing through the fold) is the best option for books and journals issued in folded sections. No trimming of the inner margins is involved and the volume will open and lie flat after binding. In addition, minimal pressure need be placed on the spine of the volume during photocopying so that less damage occurs. As long as the paper remains strong, volumes that have been sewn through the fold can usually be rebound at a later date. Whenever publications are published in sections, center fold sewing is the most desirable method of binding.

Double-fan Adhesive

The double-fan adhesive binding is the type of adhesive binding that is now used by many commercial library binders. This process is different from and more durable than the adhesive binding used by many publishers for inexpensive paperbacks. The volume is fanned down over a glue roller which applies a plasticized copolymer adhesive to the inner margin of each page; at the end of the cycle, the process is repeated in reverse so that both sides of the inner margins are coated. This method and the flexibility of the adhesive used result in a strong binding and a volume that can be opened nearly flat. Since very little spine milling is required, rebinding is sometimes possible. Paper that is stiff or glossy and very thick volumes may not always be suitable for adhesive binding. The binder is the best judge of whether such materials can be adhesive bound. Double-fan adhesive binding is often the best choice for books and journals issued in single sheets rather than folded sections.

Oversewing

Until recently oversewing was the primary method of leaf attachment used by commercial binders. This method requires an inner margin of at least 5/8". The book is divided into small sections, tiny holes are punched through the pages of each section, and threaded needles pass through the punched holes. Horizontal shuttle needles then pass through each of the separately formed thread loops to complete the stitch. Each section is attached by successive lock stitches that go up the spine of the book. Oversewing provides a binding that is exceptionally strong. Its major disadvantage is that when paper becomes brittle it tends to break along the sewing. Furthermore, openability is limited and rebinding may be difficult or impossible because so much of the inner margin is lost. Oversewing should be the method of choice only when the volumes do not meet criteria for recasing, sewing through the fold or double-fan adhesive binding.

NLM Preservation Section 1988

Cleat Sewing

In the past, the cleat lace binding method was often used for storage bindings when durability was not a crucial factor. This technique requires that the spine of the volume be trimmed to make the pages into individual sheets. Parallel slits are cut into the spine and a thread carrier then laces pasted thread around the cleats in a figure eight design. The last step is to coat the spine with adhesive. Openability is somewhat better than with oversewing but, again, a wide margin is needed. This method is not very strong because the paper is not penetrated by thread. Volumes cannot be easily rebound because of the loss of inner margin. Cleat sewing is not recommended for materials intended for permanent retention in library collections.

Side Sewing

The side sewing method is not used often by library binders because of its functional limitations. In this technique, the needle of the sewing machine sews through the cover at the inner margin using a chain stitch. Side sewing is most commonly seen in children's books. While an exceptionally strong binding results, the openability of the book is limited. In addition, books must have an inner margin of one inch or more and the book itself can't be more than 1/2" thick. As is true with oversewing, brittle paper tends to break along the sewing. Sidesewing is not recommended for most library materials.

For Further Reading On This Topic:

Parisi, Paul A. Methods of Affixing Leaves: Options and Implications. The New Library Scene; Volume 5, number 5, October, 1986: 9-12.

Parisi, Paul A., and Merrill-Oldham, Jan,eds. Library Binding Institute Standard for Library Binding, 8th edition. Rochester, NY: Library Binding Institute (1986)

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ENCAPSULATION

Encapsulation is a simple technique designed to protect documents from physical wear and tear as well as grime and pollution. The document is enclosed between two sheets of clear polyester or polypropylene film, the edges of which are sealed with double-sided pressure-sensitive tape. After encapsulation, even a brittle document can often be safely handled. The process is easily reversed by carefully cutting the film envelope along the edges in the space between the tape and the object.

Polyester and polypropylene are strong, flexible, and relatively inert. If free from plasticizers, UV-inhibitors, dyes, and surface coatings, they will not interact with protected materials. While there are many suitable polyesters, Mylar Type D is widely available in 3, 4, and 5 mil. The thickness of the film should be chosen for its ability to support the surface area of the object being encapsulated: large objects require thicker film. Polypropylene is less expensive, but it lacks the rigidity of polyester, and is only appropriate for relatively small objects.

Testing at the Library of Congress finds 3M Scotch Brand double-sided tape no. 415 the only advisable tape for encapsulation. It is sufficiently stable to minimize problems from creeping or deteriorating adhesive.

Encapsulated documents are held in place between the film layers by static electricity. While the static may help to hold fragile paper together, reducing the need to repair small tears before encapsulation, it can also lift loosely bound media from the paper. The technique is inappropriate for pastel and charcoal, and some pencils. If in doubt, test unobtrusively: if the media rubs off on a tiny swab used gently in a small edge or corner area, the artifact should not be encapsulated.

Research by the Library of Congress has demonstrated that acidic papers may age 8 to 10 times faster after encapsulation if they do not contain an alkaline buffer. It further demonstrates that leaving an air-space at the corners of the film package does not slow this aging. Objects should be washed or deacidified by a qualified person before encapsulation. If this is not feasible, encapsulation may still be desirable to protect very fragile or heavily handled material. The Library of Congress finds that in such a case, using a sheet of buffered paper the same size and shape as the object to back it in the enclosure can slow down the increased deterioration.

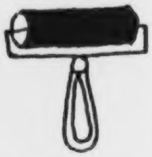
Documents that are not deacidified before encapsulation should be labelled for future custodians. A label typed on acid-free buffered paper and inserted in the envelope is more secure than one attached to the outside of the envelope. If a backing is used, it can be labelled.

It is important to remember that encapsulation, like any conservation technique, should not be applied wholesale. The decision to use this strategy to preserve your artifacts should be a matter of informed judgment, weighing the need to support or protect the material against the possibility that chemical deterioration may be speeded up.

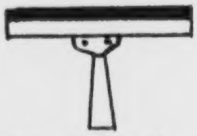
INSTRUCTIONS

Materials Needed:

Scalpel, knife, or good scissors
Lint-free cloth (cheesecloth)
1 weight
1 hard rubber brayer (optional)



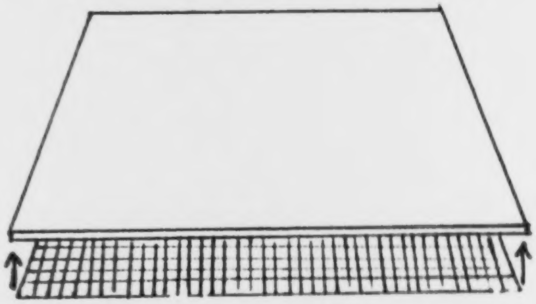
1 Window-cleaning squeegee



Polyester film or polypropylene, pre-cut or in rolls (tradenames are Mylar Type D, Melinex, and Scotchpar); 3-4 mil for small and medium-sized documents, 5 mil for large documents.

3M Scotch Brand double-sided tape no. 415, 1/4, 1/2, or 3/8" wide, depending on size of document.

A gridded work surface can be prepared by taping 1/4" graph paper to the underside of a sheet of glass or plexiglas (optional).



Instructions:

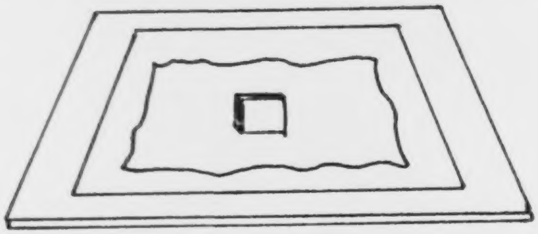
1. If you are using a backing sheet of buffered paper, cut the sheet to the dimensions of your document.

2. Cut two sheets of film at least one inch larger than the document on all four sides.

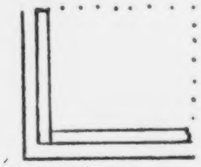
3. Place one sheet of film on a flat, hard work surface. Wipe the surface of the film with a lint-free cloth to remove dust and improve the static charge, which will adhere the film to the work surface.

4. Center the backing on the film and place the document on top of it, leaving an adequate border for the double-sided tape.

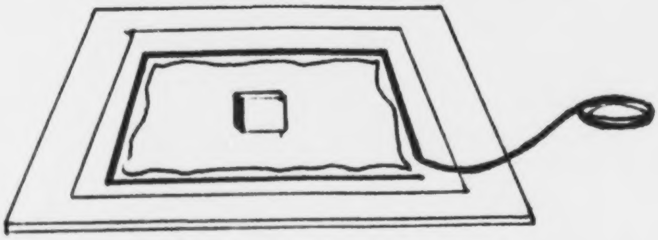
5. Place a weight on the center of the document to keep it in position.



6. Apply the tape to the film, leaving a 1/8" margin on each side of the document. A graph paper grid placed beneath a clear work surface will help you position the tape squarely. The ends of the tape should be cut square and butted on three corners with no overlap. Leave a gap of at least 1/16" at the fourth corner to allow air to escape. Leave the brown protective paper on the tape.



Butted edges of tape

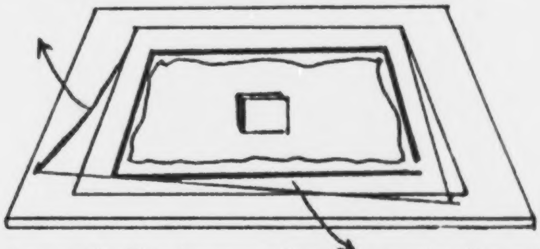


7. Wipe the second sheet of film with lint-free cloth.

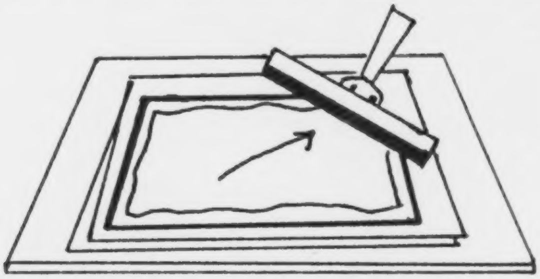
8. Remove the weight from the document and place the second sheet of film over the assembly, cleaned side down.

9. Replace the weight on the center of the top sheet of film.

10. Lift one corner of the top sheet of film at a time. Carefully peel the protective paper from the tape on one side of the document. Replace this edge of the film and press to adhere tape. Repeat on two more sides. For the last side, remove the protective paper from the tape, but use the squeegee to press air out of the envelope as you seal the edges of the film.

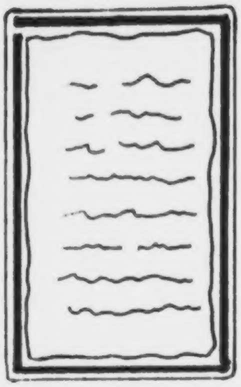


11. Use the squeegee to seal the tape and remove air from between the sheets of film. Work towards the air gap left in one corner of the film.



12. Roll the brayer over the tape to bond it firmly to the polyester, or run your finger over the tape to secure the bond.

13. Trim the capsule, leaving a 1/8" margin outside the tape on all four sides. rounding the four corners will help prevent scratching or cutting other materials during handling.



14. Good encapsulation takes practice. Expect to try this several times before you are satisfied with the result. You may want to practice using unimportant objects. This technique should only be used for flat paper.

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TECHNICAL LEAFLET

Bound Materials

PROTECTING BOOKS WITH CUSTOM-FITTED BOXES

Boxes offer books physical support and protection from dust, dirt, light, mechanical damage, and slight fluctuations in temperature and relative humidity. Certain categories of books benefit especially from having boxes made. Books of great importance as artifacts merit boxes to prevent damage even if the books are in sound condition. Boxing may be the only measure advisable for damaged books of artifact value when treatment would alter the value. Books which are deteriorating and in pieces, but which are not valuable enough to warrant extensive treatment may be given boxes to hold them together on the shelf. Books too thin, small, fragile, limp, or oddly shaped to withstand shelf life need boxes to hold them in shape, and protect them from their neighbors, or during handling.

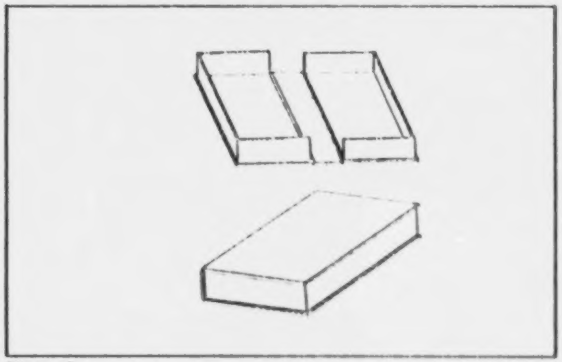

Figure 1.

The two types of boxes appropriate for most books are the drop spine box (Figure 1), also known as the clamshell or double tray box, and the phase box (Figure 2). The drop spine box provides better support for a book and keeps it cleaner than the phase-box. The phase box was originally designed to house damaged books while they awaited treatment. Intended as a temporary measure, it was considered the first phase of preservation for these books. Not as rigid or impervious to light and dust as the drop spine box, the phase box has nevertheless now become an acceptable cost-efficient alternative.The slip case (Figure 3) should not

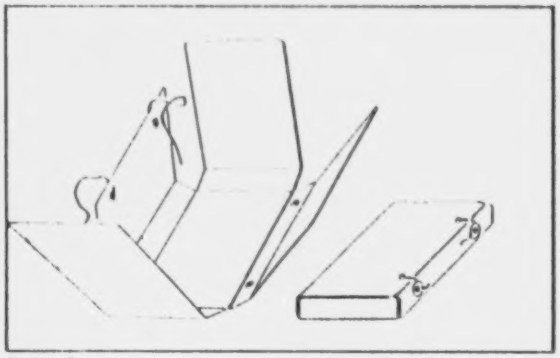

Figure 2.

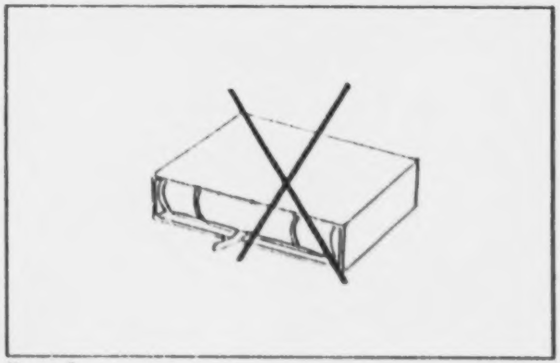

Figure 3.

be used to hold books. Too much abrasion takes place as the book slides in and out of the slip case, and the spine is left unprotected, suffering light damage.

It is very important that a box be accurately fitted to the book. A loose fit does not provide the necessary support and allows the book to shift inside the box, possibly suffering abrasion. An overly tight fit, on the other hand, can cause damage at the edges of the cover if the book is forced into the box.

Also of great importance are the materials used to make the box. These should be permanent, durable, and acid-free. For phase boxes materials should, if possible, also be lignin-free and buffered.

SOME SOURCES OF CUSTOM BOOK BOXES

This is not an exhaustive list, and does not constitute an endorsement of the suppliers listed. We suggest that you obtain information from a number of vendors so that you can make comparisons of cost and assess the full range of available products.

Acme Bookbinding Company, Inc.
100 Cambridge Street
Charlestown, MA 02129-1228
(617) 242-1100 PHASE BOXES
DROP SPINE BOXES

Booklab
8403 Cross Park Drive
Suite 2-E
Austin, TX 78754
(512) 837-0479 DROP SPINE BOXES

Bridgeport National Bindery, Inc.
P.O. Box 289
Agawam, MA 01001 PHASE BOXES
(800) 223-5083 DROP SPINE BOXES

Campbell-Logan Bindery
212 Second Street North
Minneapolis, MN 55401
(612) 332-1313 DROP SPINE BOXES
(800) 223-5083

CMI Custom Manufacturing, Inc.
P. O. Box 88
Germantown, MD 20875
(301) 869-2191 PHASE BOXES
DROP SPINE BOXES

Conservation Resources Int., Inc.
8000-H Forbes Place
Springfield, VA 22151
(703) 321-7730 PHASE BOXES
DROP SPINE BOXES

Sarah Creighton - Bookbinder
1 Cottage Street
East Hampton, MA 01027
(413) 527-3558 DROP SPINE BOXES

Kater-Craft Bookbinders
4860 Gregg Road
Pico Rivera, CA 90660
(213) 692-0665 PHASE BOXES
DROP SPINE BOXES

Northeast Document Conservation Center
100 Brickstone Square
Andover, MA 01810
(508) 470-1010 PHASE BOXES
DROP SPINE BOXES

Ocker & Trapp Library bindery, Inc.
17 C Palisade Ave.
P.O. Box 229
Emerson, NJ 07630
(201) 265-0262 DROP SPINE BOXES

Pohlig Bros., Inc.
P.O. Box 8069
Richmond, VA 23223
(804) 644-7824 PHASE BOXES
DROP SPINE BOXES

MEASURING FOR CUSTOM BOOK BOXES

Whether you construct your own custom fitted book boxes or order them from suppliers, you are faced with the task of measuring the height (H), width (W), and thickness (T) of the books to be boxed (Figure 4). The easiest way to do this is by using a measuring device such as the *measurephase*, available from Bridgeport National Bindery, Inc. (P.O. Box 289, Agawam, MA 01001, 800-223-5083).

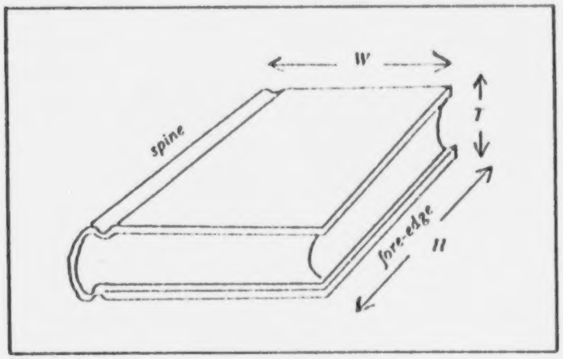

Figure 4.

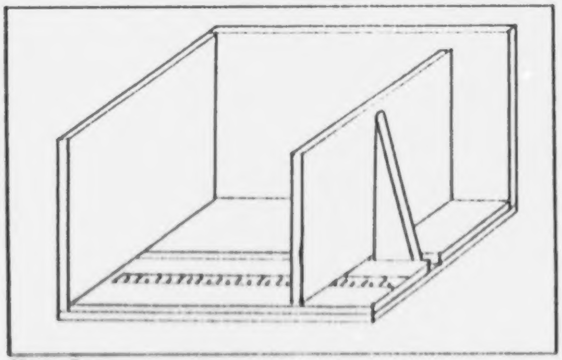

Figure 5.

A similar device can be made at home or by a carpenter, with plywood, cardboard, and a ruler (Figure 5). However, if you must measure books by hand, the following tips may be helpful.

1. Find a perfectly flat work surface with a vertical wall or surface on one side of it; a table against a wall is one example; a brick on a tabletop is another. In the following instructions, this vertical surface will be called a backstop (Figure 6).

2. Gather the following tools: (a) a ruler at least as long as the longest book to be measured, and (b) a triangle with one side at least as long as the width of the widest book to be measured. Markings on the ruler should begin at the end of the ruler, not slightly in from the end (Figure 7).

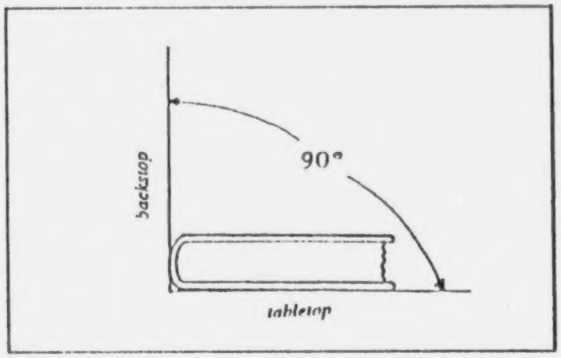

Figure 6.

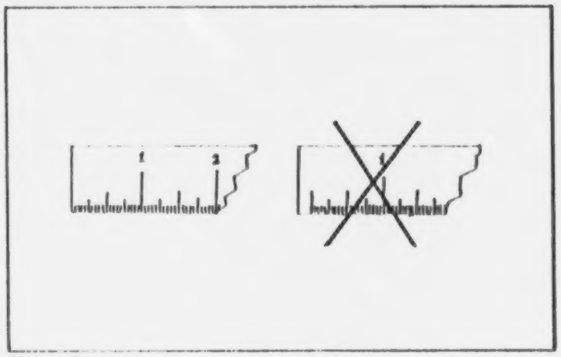

Figure 7.

3. Measure width (W) by laying the book on the tabletop with its spine touching the backstop (Figure 8). Stand the triangle on the tabletop with its vertical side touching the fore-edge of the book at the book's widest point. Place the ruler on top of the book with its end touching the backstop. The point on the ruler where it encounters the triangle is the book's width. If the location of the book's widest point is in doubt, make measurements at several points, and use the widest of these measurements. Remember to count the protrusions of raised bands or clasps as part of the width of the book (Figure 9).

4. Measure height (H) by laying the book on the tabletop with one of its ends touching the backstop. Repeat step 3.

5. Thickness (T) must be measured somewhat differently. Lay the book on the tabletop. Stand a ruler on end vertically beside it, and hold a triangle against the backstop in such a way that its vertical edge is flat against the backstop, and its horizontal edge is parallel to the tabletop. Lower the triangle, maintaining its contact

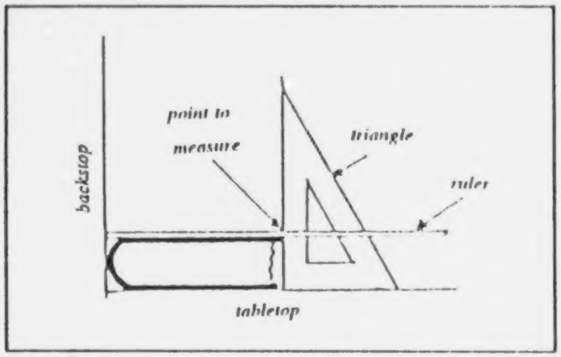
point to measure
triangle
backstop
ruler
tabletop

Figure 8.

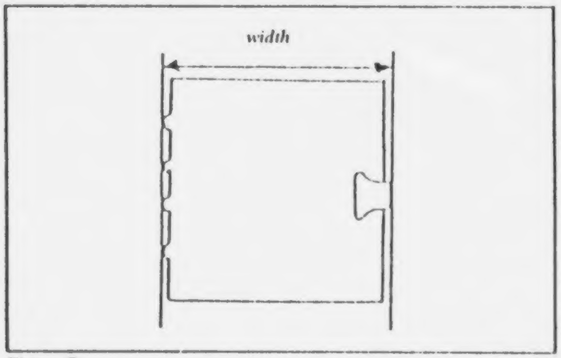

Figure 9.

with the backstop, until the horizontal edge of the triangle encounters the thickest part of the book. Make note of the measurement where the horizontal edge of the triangle crosses the ruler (Figure 10).

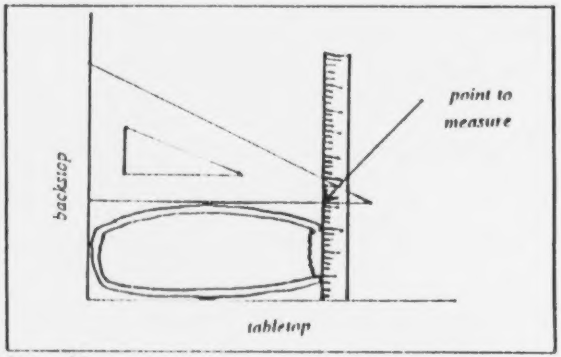
point to measure
backstop
tabletop

Figure 10.

Now that you have the measurements of the book, you can construct a box yourself, or order one by sending the measurements to a commercial boxmaker.

Richard W. Horton 4/91

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THE TUXEDO BOX

The following are directions for making a protective wrapper for a pamphlet or book from two pieces of map folder stock adhered together with double-sided tape. It is self closing by means of a tab which is cut into the stock. Read the directions carefully before proceeding.

MATERIALS:

Lignin-free map folder stock (board): The size of the item to be enclosed will determine the weight of the stock. A small pamphlet will require a light-weight (6 mil) stock and books will require a heavy-weight (10+ mil) stock.
Pencil or divider
Board shear or scissors
Triangle or straight-edge
Double sided tape (either 1/4 or 1/2 inch)
Bone folder
Utility knife or scalpel

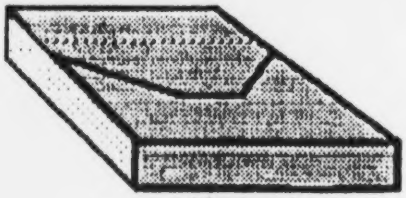


Figure 1.

TIPS FOR MARKING AND MAKING FOLDS:

The folds should be made along the grain of the board (shown with arrows on the diagrams). Determine the grain by gently bending the board vertically and horizontally. The direction which offers the least resistance is the grain direction. Heavy boards can be tested by folding in both directions. The board will fold crisply and comparatively easily along the grain; against the grain the board will pucker and resist folding. Mark the spot for the fold with the book in place using a pencil, divider or the point of the bone folder. Remove the book and fold gently by hand at that point. Sharpen the crease by running the bone folder over the edge.

░ Inside Wrapper
▓ Outside Wrapper

MEASURING, CUTTING AND FOLDING THE TWO PIECES OF BOARD:

Measuring and cutting for the inside wrapper (see figure 2):

With the foredge and lower edge of the book lined up with the lower left corner of the map folder stock--make a mark for the height of the book. Cut a length of board that will wrap around the book's width about one and a half times. This length can be estimated by carefully rotating the book over the board.

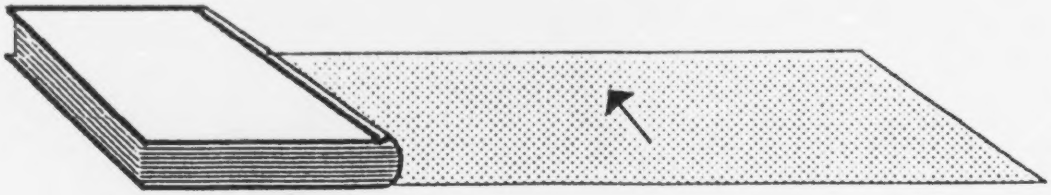


Figure 2.

Folding the inside wrapper (figure 3):

With the foredge of the book lined up with the left edge of the cut stock, make a fold at the spine. Continue folding the board around the book, being careful to keep the book in the same orientation--the spine of the book should be at the first fold in the board.

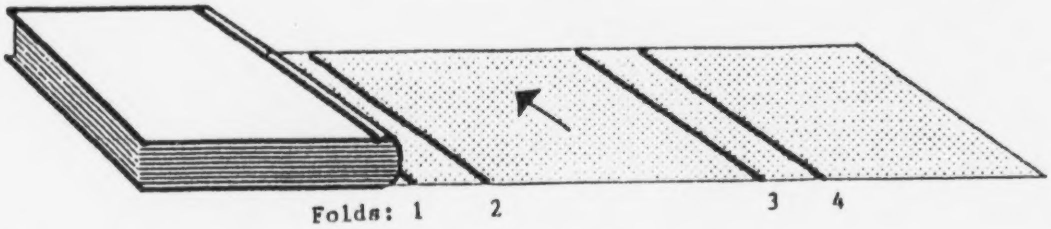


Figure 3.

Stop folding after the fourth fold and cut the board where it meets the first fold (at the spine of the book). See figure 4.

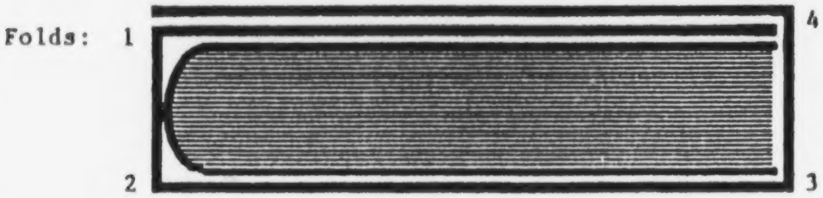


Figure 4.

Measuring and cutting for the outside wrapper (figure 5):

With the book wrapped in the inside flap (spine facing to the left) line up the top edge of the book with the bottom edge of the stock and mark the board for the width of the book. Cut a length of board that will wrap around the book's height about one and a half times.

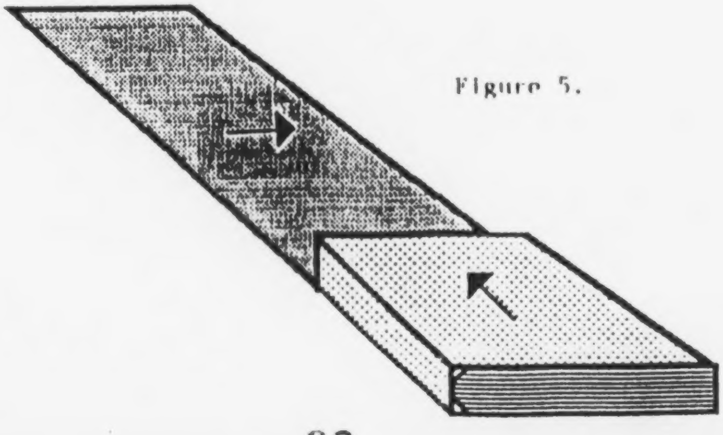


Figure 5.

Folding the outside wrapper (figure 6):

With the top edge of the book lined up with the bottom edge of the cut map folder stock, make a fold at the lower edge of the wrapped book. Continue folding the board around the wrapped book, being careful to keep the book in the same orientation--the spine of the book should face left. Finish after the fourth fold and cut the board two thirds the length of the book from the fourth fold.

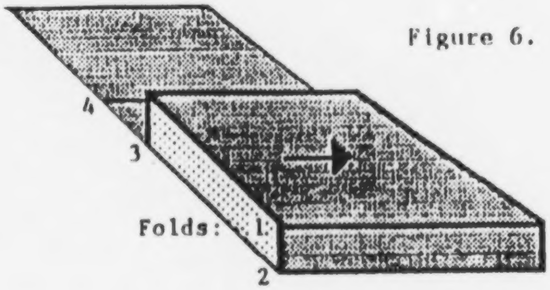
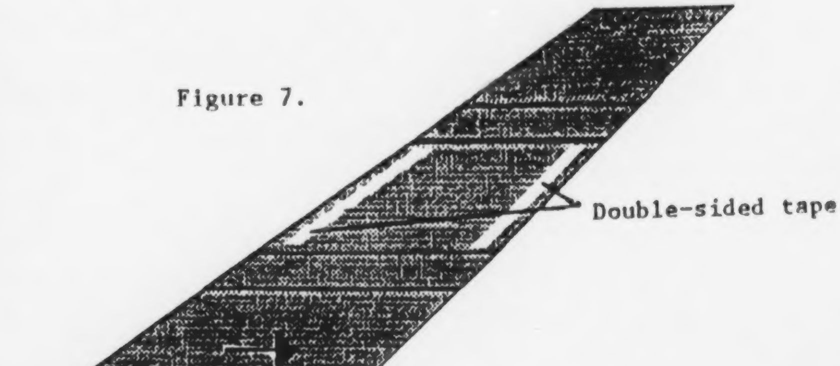


Figure 6.

TAPING THE TWO BOARDS TOGETHER (figure 7):

Remove the outside wrapper and place a strip of double-sided tape along each of the two edges between the second and third folds of the outside wrapper. Place the inside flap on the outside flap, line up and tape down (figure 8).

Figure 7.



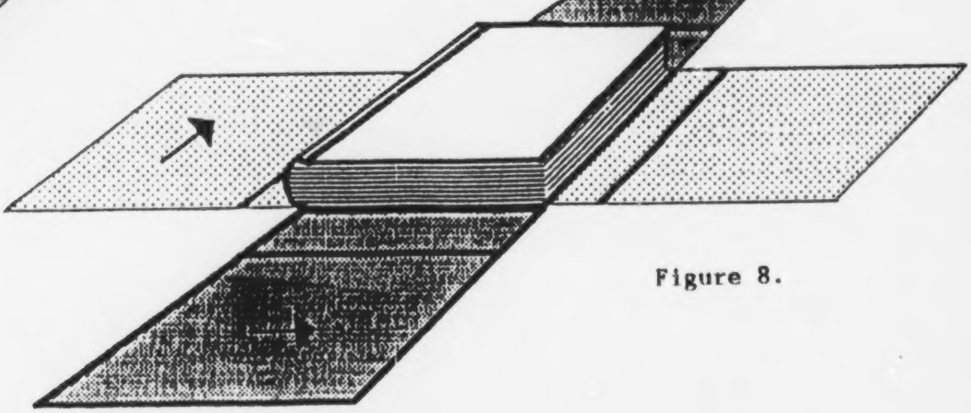


Figure 8.

CUTTING THE TAB (figure 9):

Cut a tab in the top flap of the outer wrapper as shown in figure 9 using the pattern provided below.

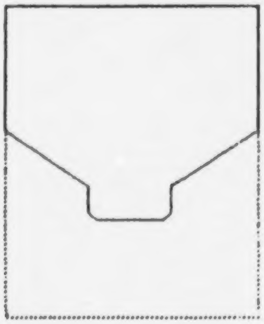


Figure 9.

CUTTING THE SLOT (figure 10):

With the wrapper held firmly closed, lightly trace the outline of the tab onto the board underneath with a pencil. With a cutting board under the flap, cut a line slightly beyond the right and left edges of the traced lines with the utility knife. Insert the tab in the slot and pull out by lifting from either edge of the flap. There is a natural horizontal line which will ease the removal of the tab from the slot (figure 11). Make a gentle crease along this horizontal line (do not reinforce it with the bone folder).

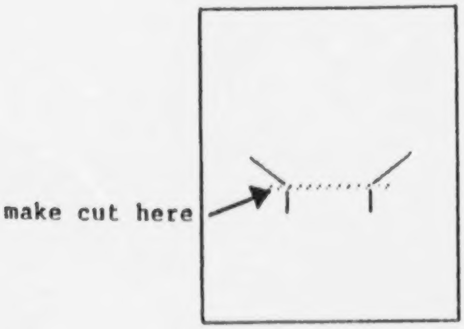


Figure 10.

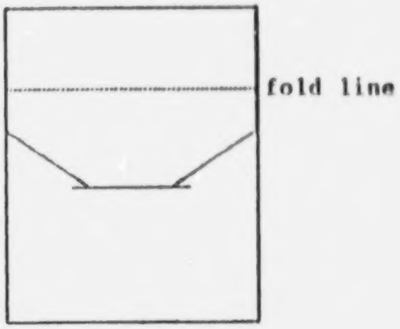
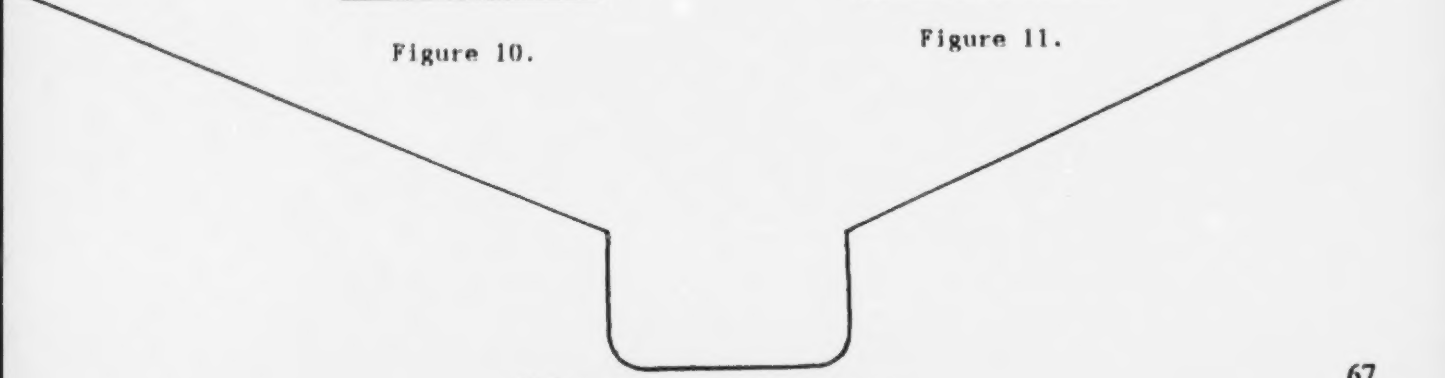


Figure 11.



Pattern for cutting the tab.

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TECHNICAL LEAFLET

General Preservation

REMOVAL OF DAMAGING FASTENERS FROM HISTORIC DOCUMENTS

Fasteners such as staples, paper clips, string ties, rubber bands, brads, and straight pins frequently cause physical and chemical damage to documents. Distortion, tearing, puncturing, and folding can result from: (1) the type of fastener used; (2) fastening too many sheets together; (3) reaction to environmental conditions; or (4) research use/abuse, such as photocopying.

Potentially damaging fasteners should be carefully removed from archival documents before they are put into long-term storage. FASTENERS SHOULD ALWAYS BE LEFT IN PLACE IF REMOVING THEM WILL CAUSE DAMAGE. Sealing wax, ribbons, thread ties or stitches, and unusual metal fasteners have value as artifacts and/or enhance the value of historic documents. The decision about the retention or removal of such fasteners is a curatorial one. When in doubt, these should *always* be left in place.

If records *must* be kept together by a fastener for the convenience of readers or staff, the National Archives now recommends that a piece of durable, alkaline paper in a card stock weight be folded over the top of the group of documents, with a paper clip slipped over the protective overlay (Figure 1). Potentially damaging original fasteners should first be removed.

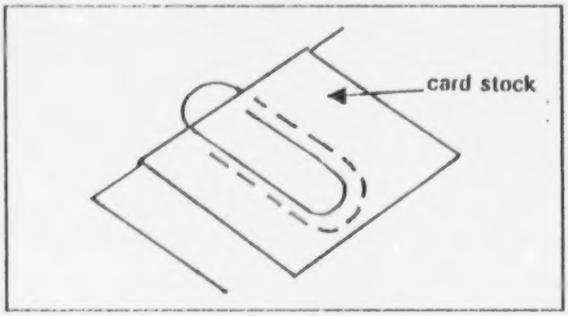

Figure 1.

Paper Clips: If the paper clip has not rusted and the paper is sturdy, a paper clip can be removed by gently prying it open. The safest method is to place the fastened papers with the short side of the paper clip facing up and the long side against a flat work-surface (Figure 2). Holding the long side of the clip down (through the paper) with one finger, carefully pull up on the short side with the thumbnail of the other hand. If your fingernails are not long enough to get under the short side of the clip, use a microspatula* instead.

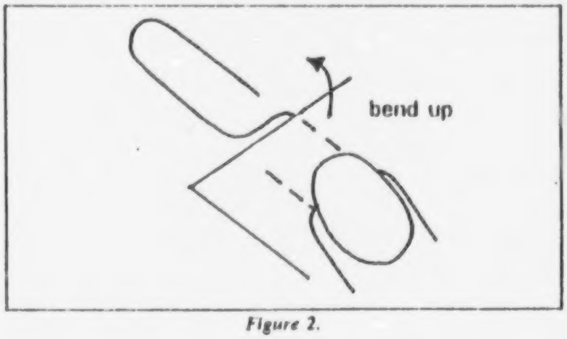

Figure 2.

With fragile papers or papers to which the clip has rusted: gently insert a small piece of Mylar between the clip and the paper on both sides; position the papers, and pry open as above. If the paper clip is severely rusted, first loosen it from the paper by scraping through the rust layer very gently with the tip of a microspatula before inserting the Mylar and gently prying the clip open.

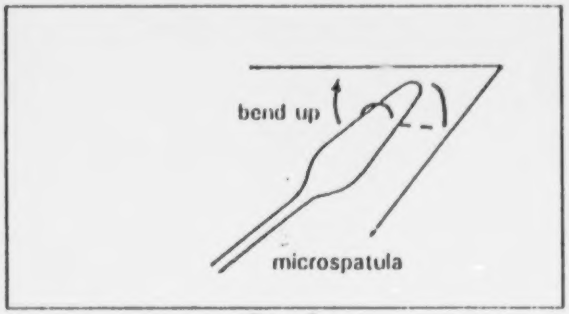

Figure 3.

Staples: DO NOT USE STAPLE REMOVERS. If the staple has not rusted, and the paper is sturdy, a staple can be removed by gently prying the prongs open and carefully slipping them through the puncture holes. The safest method is to place the stapled papers on a flat work surface with the prongs of the staple facing up. Insert the tip of a microspatula between the paper and a prong of the staple and gently pry open one prong at a time (Figure 3). Turn the stapled papers over and insert the microspatula between the staple and the paper, and carefully slip the prongs through the puncture holes (Figure 4).

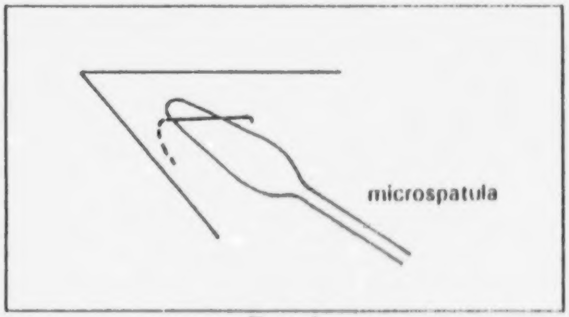

Figure 4.

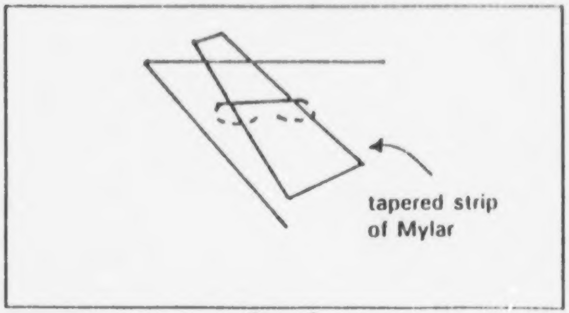

Figure 5.

With fragile paper, or papers to which the staple has rusted: gently insert a small piece of Mylar between the staple and the paper on both sides (Figure 5); position the papers, and pry open as above. Cut Mylar into strips which are slightly smaller than the width of a staple (or tapered) to make the Mylar easier to insert. If the staple is severely rusted, first loosen it from the paper by scraping through the rust layer very gently with the tip of a microspatula before inserting the Mylar and gently prying prongs open and removing the staple.

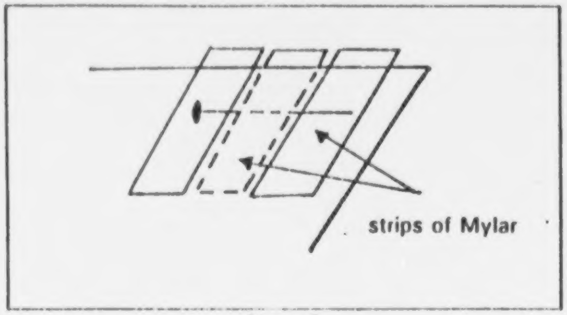

Figure 6.

Subject to curatorial decision and/or time or labor restrictions, unrusted staples may be left in place during long-term storage of historic documents, provided that environmental conditions are not conducive to rust. Staples should be carefully removed as necessary, for example for photocopying.

Straight pins: If the straight pin has not rusted, and the paper is sturdy, a straight pin can be removed by gently pulling it through the paper. With fragile papers or papers to which the pin has rusted, gently insert a small piece of Mylar between the pin and the paper at all three points of contact and carefully pull the pin through the paper (Figure 6). If the straight pin is severely rusted, first loosen it from the paper by scraping through the rust layer very gently with the tip of a microspatula before inserting the Mylar and gently pulling the pin out.

String ties/rubber bands: Cut the tie or band and gently lift it off. Do not attempt to pull these fasteners over the ends of documents. If a rubber band has dried and adhered, gently scrape it off with a microspatula, being careful not to abrade or tear the paper. If the rubber band is soft and sticky, *do not* use solvents. Sticky residue may be gently scraped off with a microspatula. If this residue does not come off easily, interleave the sheets with silicone release paper to keep them from sticking together and consult a conservator.

•Microspatulas are available from sellers of conservation or scientific supplies.

NEDCC: DEA Rev. 2/91

SOME HINTS ON BASIC GRANT WRITING

I. WHAT TO EXPECT FROM A GRANT

A. Money -- probably less than you need
B. Accountability -- probably more than you want
C. Headaches -- in abundance
    Principle source of headaches:
    --administration: your own and the funding agency's
    --staff: they come, they go, they get pregnant, they get sick, they die, they don't work as fast as you want, etc.
    --vendors: "it's going to cost more than we thought..."
    --schedules: everything takes longer than you think it will, especially vendors

II. WHAT NOT TO EXPECT FROM A GRANT

A. Indefinitely continued funding--you need a Plan B
B. Solutions to ongoing problems--funding is not a solution, but a means to help implement solutions (solutions come from genius or planning; I'd count on planning if I were you)

III. THREE STEPS IN WRITING A GRANT PROPOSAL

A. Planning--figuring out what you need the grant for and how you will use it
    1. Components of grant planning
        a. define need: the more carefully you define your need the more likely you are to be funded
        b. select options: what is the most reasonable, appropriate or cost effective means to meet the defined need
        c. define approach: how will we go about implementing the options chosen to meet the need (this is the beginning of your actual plan of work)
        d. project costs: don't guess, do research, push a pencil, ask your neighbor, call vendors
        e. set schedule: then add 25% because the project will take longer than you expect (do not apply this formula to d.)

NOTE: The more time you spend planning a project the more likely it is to be funded and the more likely you are to complete it successfully.

B. Research--finding out who funds your kind of need
    1. is your institution eligible
    2. is your project eligible
    3. will the funding agency give you enough money
    4. will they give you enough time to complete the project you've outlined

NOTE: If the answer to B.3 and B.4 is "No," back up to A.1.b and see if there is a way to scale down or reorganize your project so B.3 and B.4 can be answered "Yes." If not look for another funding agency.

C. Preparation--writing it the way the funding agency tells you to
   1. read the guidelines
   2. address all questions in the application
   3. write in plain English; avoid jargon or bureaucratese at all costs (even if that is what the funding agency speaks)
   4. make it brief--it's the proper length (whether it's 2 pages or 20 pages) when it is just long enough to clearly present your proposal, but not long enough to put the reviewer to sleep
   5. turn it in on time or don't bother--don't even think of asking for an extension

NOTE: Rhetorical flourishes and purple prose do not impress reviewers--at least not positively. They also do not communicate information. Save them for your political campaign.

IV. COMMON MISTAKES IN GRANT WRITING

A. Wrong agency: "This is a good proposal, but it's not the kind of project we fund."
B. Poor planning
C. Poor writing: lots of words but no information
D. Poor organization: :Where do they talk about research value? I can't find it."
E. Making assumptions: don't assume reviewers know something about your institution or project; if it's relevant tell them (if not leave it out)

NOTE: Reviewers will also not assume that you know how to do something properly unless you tell them how you plan to do it.

F. Budget padding: reviewers know how much things cost and how to get the most for their money; they will expect you to do the same

NOTE: Inflating the value of the institutional contribution to the project is a sure way to deflate a reviewer's ratings.

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RBMS Security Committee. "Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections: A Draft." *College and Research Libraries News*. 50 (May 1989): 397-401, (c) ALA.

Guidelines for the security of rare book, manuscript, and other special collections: A draft

Prepared by the RBMS Security Committee

Gary L. Menges, Chair

A hearing will be held on these guidelines in Dallas on Saturday, June 24.

The final version of "Guidelines Regarding Thefts in Libraries" was approved at the ALA Midwinter Meeting in 1988 and appeared in the March 1988 issue of *C&RL News*. The ACRL Rare Books and Manuscripts Section Security Committee, following the completion of the Theft Guidelines, undertook the revision of "Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections," published in *C&RL News* in March 1982. The revised text of the Security Guidelines, as approved by the RBMS Executive and Standards Committee, appears below.

The revised guidelines include references to the Theft Guidelines and to the RBMS "Guidelines for the Transfer of Rare Materials from the General Collections to Special Collections," both approved since the 1982 Security Guidelines were issued. A new section on transfers from the general collections (Section VIII) has been added. A number of other additions or changes have been made to the text to clarify or make more specific the guidelines. For example, in Section IV the sentences beginning "Fire and emergency exits...," "A reception area...," "A coatroom...," and "Combinations to vaults..." have been added. There are also a number of editorial changes. For example, "Security officer" and "Security Task Force" used in the 1982 guidelines have been changed to "Library Security Officer" and "Security Planning Group" to make the terminology consistent with that used in the Theft Guidelines. The only changes in the Marking Guidelines (Appendix 1) are in the introduction. Previously the guidelines were "addressed only to those libraries who elect to use marking." The

RBMS Security Committee now feels that marking is essential and "recommends that libraries use marking as part of their overall security arrangements...."

Following ACRL/ALA rules, a public hearing on the revised Security guidelines will be held by the RBMS Security Committee at the ALA Annual Conference in Dallas. Members wishing to make comments and suggest revisions should plan to attend, or you may write beforehand to the chair of the RBMS Security Committee: Gary L. Menges, Head, Special Collections and Preservation Division, Suzzallo Library, FM-25, University of Washington, Seattle, WA 98195.

I. Introduction

One of the major problems in the administration of rare book, manuscript, and other special collections is the security of those collections. Thefts have greatly increased because of public awareness of the value of materials. Rare book, manuscript, and other special collection administrators have the responsibility of securing their collections from theft. Security arrangements will vary from institution to institution, depending on staffing, physical setting, and use of the collections.

Thefts have also presented a problem for rare book and manuscript dealers, who may unknowingly sell stolen materials if thefts go unreported. The Antiquarian Booksellers Association of America has established policies which place the responsibility for reporting thefts with the libraries which suffer them, and libraries should pay particular attention to their legal and procedural responsibilities in their attempt to recover stolen library materials.

These guidelines are written to identify the general topics to be considered in an adequate security program.

II. The Library Security Officer

The RBMS *Guidelines Regarding Thefts in Libraries* lists as its first priority in preventing thefts that a senior staff member should be appointed Library Security Officer, with the responsibility and authority to carry out the security program, and a knowledge of all library security needs, particularly those of Special Collections. The identity of the Library Security Officer should be made widely known, especially among those persons responsible for handling incoming telephone calls and letters. The Library Security Officer's first priority should be to plan a program, starting with a survey of the collections and reviews of the physical layout and staff. (S)he should also seek the advice and assistance of appropriate personnel, such as institutional administrators, corporate counsel, life safety officers, and of outside consultants from law enforcement agencies and insurance companies. The Library Security Officer may recommend that a Security Planning Group be named to bring problem areas to the Officer's attention and to recommend solutions. A security consultant may be brought in to assist in determining the major threats to the collection.

III. The security policy

A policy on the security of the collections should be written by the Library Security Officer, in consultation with the administration, staff, legal authorities, and other knowledgeable persons. The policy should include a standard operating procedure on dealing with a theft: determining the circumstances of the theft, reporting the theft to the proper authorities within an organization, and to the local and (where appropriate) national legal authorities. See the RBMS *Guidelines Regarding Thefts in Libraries* for steps to take in establishing adequate policies. The Security Policy should be kept up-to-date with current names and telephone numbers of institutional and law enforcement contacts.

IV. The special collections building or area

The special collections building or area should have as few access points as possible, with the same entry and exit for both patrons and staff. Fire and emergency exits should be strictly controlled and alarmed, and not used for regular access. The public should have access only to the public areas, not work areas or stack space. A reading room or search room should be identified as the only area in which materials may be used, where the readers can be carefully watched at all times by staff trained for this purpose. A reception area should be set up to receive readers. A security guard or staff member should check readers' research materials before they go into the secure area, and when they leave the area. A coatroom and lockers should be provided for readers' personal belongings. Keys and their equivalents (e.g., keycards) are especially vulnerable items; the keys to secure areas should be issued on an as-needed basis to staff, with master keys secured against easy access. There should be a controlled check-out system for all keys. Combinations to vaults should also have limited distribution and should be changed each time there is a staff change involving a position with access to the vault.

V. The staff

An atmosphere of trust and concern for the collections is probably the best insurance against theft by the staff, although close and equitable supervision is essential. The staff should be chosen carefully. Background checks and bonding of staff members may be considered through regular institutional channels. Careful personnel management is an ongoing necessity; a weak point in any security system is disgruntled staff who may seek revenge through the theft, destruction, or willful

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mishandling of collections. The same security procedures should be applied to staff as to readers, including keeping records of use of materials by staff, checking their belongings when entering and leaving the secure area, and keeping unnecessary personal items out of the secure work areas. The Library Security Officer should make training the staff in security measures a high priority. Staff should know their legal and procedural responsibilities for security and know their own and the readers' legal rights in handling possible problems. All staff should be made aware of and follow established procedures.

VI. The readers

The special collections administrator must carefully balance the responsibility of making materials available to researchers with the responsibility for ensuring the security of the materials. Readers should be required to present valid photographic identification and a reasonable explanation of their need to use the materials. This check is especially important in the use of archival and manuscript collections. Each reader should have an orientation to the collections requested and to the rules governing the use of the collections. Readers should not be allowed to take extraneous personal materials (for example, notebooks, briefcases, heavy coats, books, or voluminous papers) into the reading room. Lockers or some kind of secure area should be provided for personal items. The readers should be watched at all times, and not allowed to hide their work behind bookcases, booktrucks, piles of books, or any other obstacles. Readers should be limited to only those books, manuscripts, or other items which are needed at one time to perform the research at hand. Each item should be checked before being given to the reader, and when returned; staff should check condition, content, and completeness. Readers should be required to return all library materials before leaving the reading room area, even if they plan to return later in the day to continue their research. Readers should not be allowed to trade materials, nor to have access to materials another reader has checked out. The special collections staff must be able to identify who has used which material by keeping adequate check-out records. These records should be kept indefinitely.

VII. The collections

Administrators of special collections must be able to identify positively the materials in their collections to be able legally to claim recovered stolen property. There are several means to this end. For example, adequate accession records should be kept, and cataloging and listings in finding aids should be as detailed as possible, including copy-specific information which will provide positive identification. Other means are records and lists kept to fulfill the requirements of insurance policies. Unprocessed materials should not be made available to researchers without the imposition of appropriate controls. There are several ways of making the materials themselves identifiable: marking with indelible ink following the RBMS *Guidelines for Marking* (see Appendix 1 below), other forms of marking, and keeping photo- or microform copies of valuable materials. Condition reports have also proved useful. *Marking is essential.* Photo- or microform copying must of necessity in most collections be a selective process, with careful thought given to which materials are to be so protected. The more valuable items should also be segregated from the collections into higher security areas and used by readers appropriately under more restricted conditions.

VIII. Transfers from the general collections

Almost all libraries' open stacks contain rare materials, acquired years before, which remain unidentified and unprotected. Recently reported cases of library thefts show that many thieves search open stacks rather than try to infiltrate special collections stacks or to outwit monitored reading rooms' procedures. Libraries should use the RBMS *Guidelines for the Transfer of Rare Materials from the General Collections to Special Collections* to help identify rare materials on the open shelves in need of protection.

IX. Legal and procedural responsibilities

The administrators of special collections and the Library Security Officer must know the laws for dealing with library theft applicable in their state and must convey this information to staff. Staff members must know their legal rights in stopping thefts, while not infringing on the rights of the suspected thief. The Library Security Officer must report any thefts to the law enforcement agencies with jurisdiction in the area, and must take responsibility for requesting action from legal authorities.

Libraries must assert ownership through the timely reporting of stolen materials. Appropriate agencies to which to report include the FBI, the Antiquarian Booksellers' Association of America, and *Bookline Alert, Missing Books and Manuscripts (BAMBAM)*, a national program for theft control. An additional possibility is an advertisement in the Stolen Books column of *AB Bookman's Weekly*. Listings in *BAMBAM* (which may be done anonymously) and in *AB Bookman's Weekly* will help to prevent unknowing transfer of stolen materials and to facilitate their return. See the RBMS *Guidelines Regarding Thefts in Libraries* for reporting details.

X. Conclusion

Security is a major concern of the entire special collections community and must be addressed in each individual repository. These Guidelines are necessarily brief. Further information is available through the professional literature, professional organizations, and consultants both within the rare book, manuscript, and special collections community and in law enforcement and insurance professions. Security is perhaps the most important and most difficult area of special collections administration. Still, the efforts of the entire staff with the final responsibility vested in one senior staff member, consultation and cooperation with local and other law enforcement agencies, and reporting losses to proper authorities will result in deterring thieves and in recovering stolen materials.

Appendix 1
Guidelines for Marking Rare Books, Manuscripts, and Other Special Collections

I. Introduction

There has been much thoughtful discussion in recent years regarding the appropriateness of permanently marking rare books, manuscripts, and other special collections. Recent cases of theft have shown that the clear identification of library material is vital if the material, once recovered, is to be returned to its rightful owner. Marking is essential. The guidelines which follow are intended to aid libraries and other institutions in marking their materials and are intended primarily to provide as consistent and uniform a practice as possible, given the variety and special nature of the materials concerned. The RBMS Security Committee recommends that libraries and other institutions use marking as part of their overall security arrangements; and that they attempt to strike a balance between the implications of two major considerations: deterrence (visibility, permanence) and integrity of the document (both physical and aesthetic).

II. General recommendations

General recommendations are:

1. That a form of permanent ink be used for marking.
2. That secret marking as a primary identification device be avoided.
3. That the ownership mark be placed where it can easily be located (but not in a place that is too prominent or disfiguring).
4. That it be placed away from text or image.

For the sake of uniformity and other advantages, marking in ink has been preferred to embossing or perforating. Visible marking is meant to reduce or obviate the need for secret marking, which lacks an immediate deterrence value. Placement of the ownership mark will always be a matter of careful and trained judgment, varying according to each document. For the purposes of these guidelines, the place selected should be as close to the lower portion as possible, on the verso, at a site that is blank on both sides of the leaf and removed sufficiently from the text or image on the side of the leaf on which it is placed to avoid disfigurement or confusion. Where circumstances or peculiarities of the item do not allow the above to be readily followed, marking may be deferred until further consensus is reached.

III. Specific recommendations

Marks should be located as follows:

1. *Medieval and Renaissance Manuscripts.* On the verso of the first leaf of principal text, on the inner margin, approximate to the last line of text. Additional markings may be needed when the item is a composite manuscript or otherwise has a substantial text that may be broken away without noticeable injury to the volume. The location of each subsequent marking would be the same; i.e., lower inner margin approximate to the last line of the text. When the manuscript is too tightly bound to mark in the inner margin, alternate locations may be made in any blank area of the verso, as close to the lower portion of the text as possible. The mark should be so placed that it may not be excised without extreme cropping. (In manuscripts of double columns the mark might be located in the blank area between the two columns.)

2. *Incunabula and Early Printed Books.* On the verso of the first leaf of principal text on the lower inner margin, approximate to the last line of text. Follow the same instructions as given under *Medieval and Renaissance Manuscripts* above, with the same precautions and alternatives.

3. *Leaf Books, Single Leaves from Manuscripts, etc.* On either verso or recto, at the lower portion of the text or image of each leaf. The choice may be determined to the document itself if one of the sides has more importance (owing to an illustration, manuscript annotation, etc.) The ownership mark should then be placed on the reverse side.

4. *Broadsides, Prints, Maps, Single Leaf Letters and Documents.* On the verso, in the lower margin of the area occupied by text or image or the opposite side. Care should be taken here to insure that the specific area is blank on the side opposite to that which is to carry the mark. If the back side is entirely blank, the ownership mark may be placed freely in areas other than the lower margin.

5. *Multiple Leaf Manuscript Letters, Documents, Newspapers, Ephemera.* On the verso of the first leaf in the lower margin. It may be appropriate to place an additional mark later in the work if a portion (such as a famous signature, paper seal, first appearance of a poem, etc.) would have independent value if detached or excised.

6. *Modern Printed Books, Pamphlets, Serial Issues.* On the verso of the first leaf of the opening text, directly below the bottom line. The placement here is designed to spare the title-page, half-title, dedication page, etc., which in many valuable productions have a separate aesthetic appeal

not to be disfigured even on the verso. As in the case of multiple-leaf materials (see above, no. 5) additional markings may be indicated for those internal items (illustration, maps, etc.) that may have separate marketable value.

IV. Kind of ink and equipment

The ink used should be permanent (i.e., sufficiently difficult to remove to act in most cases as a deterrent), inert in itself and in conservation treatment, and able to be applied in minute quantity. The ink and equipment (rubber stamp and balsa wood pad) described in the Library of Congress's *Preservation Leaflet no. 4, Marking Manuscripts*, may serve as an example.

V. Form and size of mark

The size should be kept to a minimum (ca. 5-point type size for lettering). The form should be made up of initials identifying the institution as succinctly as possible, based on the National Union Catalog symbols, and suitable for arranging in lists to circulate to dealers, auction houses, collector, etc.

VI. Cancellation of mark

Do not attempt to obliterate marks of ownership made according to these guidelines, even in the event that the material is to be deaccessioned. No system has yet been devised for canceling marks which cannot be imitated with relative ease by thieves, and there seems no alternative but to assume permanent responsibility for the fact of one's mark of ownership in a book, manuscript, or other document. Permanent records should be kept of deaccessioned material containing marks of ownership made according to these guidelines, and the material itself when released should be accompanied by a signed letter of authorization on institutional stationery.

APPENDIX 2
ADDRESSES

AB Bookman's Weekly, Missing Books Section, P.O. Box AB, Clifton, NJ 07015.

Antiquarian Booksellers Association of America, 50 Rockefeller Plaza, New York, NY 10021.

Daniel and Katharine Leab, BAMBAM, P.O. Box 1236, Washington, CT 06793; (212) 737-2715.

The Security Committee, Rare Books and Manuscripts Section, ACRL/American Library Association, 50 East Huron Street, Chicago, IL 60611.

Society of American Archivists, 330 S. Wells St., Suite 810, Chicago, IL 60606. ■■

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RBMS Security Committee. "Guidelines Regarding Thefts in Libraries." *College and Research Libraries News*. 49 (March 1988): 159-162, (c) ALA.

Guidelines regarding thefts in libraries

By the RBMS Security Committee

William A. Moffett, Chair

The final version, approved by the ACRL Board of Directors in January 1988.

The "Guidelines Regarding Thefts in Libraries" have been developed by the ACRL Rare Books and Manuscripts Section's Security Committee has developed over the past eight years. The Committee began in 1978 with an *ad hoc* charge to develop guidelines for the marking of rare materials so that they could be properly identified when recovered. First published in 1979, these were later made an appendix to the broader "Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections," published by ACRL in 1982, and currently under revision by the Committee (see draft in *C&RL News*, March 1982, pp.90–93).

From 1983 to 1986 successive drafts of the guidelines were reviewed by the RBMS Security Committee. The general policies were further expanded to include guidelines for "What to do before a theft occurs"; a checklist of steps to follow when a theft is discovered, "What to do after a theft occurs"; and "Model legislation: Theft and mutilation of library materials," which the Committee hopes libraries and ACRL Chapters will take to their state legislatures to strengthen the laws for the prosecution and punishment of library thieves. A final draft was approved at ALA Annual Conference in 1986 and published in *C&RL News*, November 1986, pp.646–49. Open hearings were held at the ALA Midwinter Meeting in January 1987. No revisions or emendations were offered, so the guidelines were approved by the RBMS Executive Committee, the ACRL Standards and Accreditation Committee, the ACRL Board of Directors, and the ALA Standards Committee (the latter two taking place at the ALA Midwinter Meeting in 1988).

The RBMS Security Committee has emphasized two important points about these guidelines. First, the guidelines are interrelated and should be considered in conjunction with the previously published guidelines as well. Second, the guidelines concern *all* library thefts, not just those which may occur in rare book, manuscript, and other special collections departments within a library system. Some informal surveys over the past few years have shown that these latter departments have stronger physical and procedural security systems in place than do their parent libraries for the general collections. Publicized thefts, furthermore, such as the James Shinn case, show that thieves, rather than infiltrating established systems, instead pilfer from open stacks where rare materials acquired years before remain unidentified and unprotected. The Committee itself conducted one informal, geographic survey in 1982 among special collections libraries and found that most had security policies in place following the RBMS general guidelines or had developed parallel guidelines on their own. An ARL/Office of Management Studies survey in 1984 as part of its SPEC Kit on "Collection Security in ARL Libraries" showed, however, that only 32% of the eighty-nine responding libraries had appointed a security officer and only 15% had written security policies to follow.

Perhaps it is time for ACRL and ALA to consider the serious problem of library thefts as a library-wide issue rather than limiting the concern to rare books, manuscripts, and other special collections. The Rare Books and Manuscripts Section stands ready to develop and co-sponsor ACRL and ALA programs at annual conferences which will educate all librarians about the epidemic proportions of library thefts and the means to cope with them.

Guidelines for what to do before a library theft occurs

I. Library security officer

Appoint a senior library staff member as Security Officer who has delegated authority from the library and the institution to act on their behalf, working with the institution's legal counsel and security force.

II. Security planning group

Form a group made up of the library Security Officer and other appropriate personnel to develop a specific plan of action to follow when a theft is discovered.

III. Publicity

Establish liaison with the institution's public relations office so that timely and accurate announcements can be made to the press when a theft is discovered.

IV. Law enforcement

A. Establish contact with law enforcement agencies—institutional, local, state, and/or federal—to determine who will be called and under what circumstances. The library should maintain a list of contacts in each level of law enforcement and discuss the plan of action with each. The value of materials or other circumstances will dictate which law enforcement agency will handle the case; for example, the FBI may become involved if the dollar amount exceeds a minimum level, and the U.S. Customs may be involved if stolen items might be smuggled out of the country.

B. Work with the library's institutional administration to insure support for the prosecution of thieves. This support may range from an active willingness to participate in the collection of evidence to be turned over to the District Attorney or U.S. Attorney for further consideration, or it may involve direct participation in the prosecution by the institution.

C. Work with appropriate institutional, local, and state groups to lobby for strengthening of state laws regarding library thefts and for diligent prosecution of such crimes.

V. Other outside contacts

A. Establish liaison with local rare book, manuscript, and second-hand dealers to inform them of the library's collecting areas. Thieves sometimes try to sell stolen property quickly, and dealers with knowledge of the library's collections can recognize, or at least be suspicious of, materials they know the library collects which are offered to them.

B. Report the name of the library's Security Officer to the RBMS Security Committee and note changes. The RBMS Security Committee will compile a list of the security officers annually. The list will be available from the ACRL office and will be forwarded to the Antiquarian Booksellers Association of America (ABAA).

C. Establish liaison with the national, online network, Bookline Alert/Missing Books and Manuscripts (BAMBAM) so that thefts can be reported immediately upon discovery. BAMBAM may be used not only to report missing books but also to check when materials are offered to the library.

VI. Preventive measures in the library

A. Implement the RBMS *Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections* (1982), available from the ACRL Office.

B. Coordinate work in the library to assure proper ownership marks appear on the institution's holdings, providing proof that materials, if stolen, belong to the library. The RBMS Security Committee urges the use of its marking guidelines (an appendix to the security guidelines mentioned above) for rare materials. The Committee also recommends recording distinctive characteristics of individual copies in cataloguing notes as another means of identifying appropriate items.

C. Begin a process of reviewing materials in the library's general collections and open stacks for consideration of transfer to Special Collections or to a caged, limited access area of the library. The RBMS Transfer guidelines (*C&RL News*, July/August 1985, pp.349–52) will help the library identify candidates for transfer. Some libraries have identified rare materials in the open stacks in the course of projects, such as reporting to the Eighteenth Century Short Title Catalogue or working through a collection development policy using the Research Libraries Group Conspectus. While the task seems overwhelming for libraries large and small, the Committee recommends that libraries make a beginning.

VII. Addresses

The Security Committee, ACRL Rare Books & Manuscripts Section, ACRL/ALA, 50 East Huron Street, Chicago, IL 60611-2795.

Daniel and Katherine Leab, BAMBAM, P.O. Box 1236, Washington, CT 06793; (212) 737-2715.

Checklist of what to do after a theft occurs from a library

I. Notification

Notification of Security Officer and appropriate library administrators upon suspicion that a theft has occurred.

II. Discovery of theft

The library's collection of evidence of theft.

- Evidence of intrusion connected with missing library materials.
- Indication that patron or staff member has stolen books or manuscripts.
- Apprehension of person(s) in act of theft.
- Discovery of systematic pattern of loss.
- Recovery of materials stolen from library.
- Other evidence.

III. Evaluation

Security Officer's evaluation of evidence with administration, law enforcement personnel, library security group, and legal counsel as appropriate, and determination of action.

IV. Actions

- Notify Bookline Alert/Missing Books and Manuscripts (BAMBAM), and other appropriate networks.
- Notify local booksellers, and appropriate specialist dealers.
- Request action from law enforcement agencies. Contacts:
- Request action from legal authorities. Contacts:

V. Publicity

- Security officer meets with administration and public relations officer to plan appropriate publicity strategy.
- Security officer or public relations officer prepares news releases to alert staff and community to problem and action.
- Security officer or public relations officer handles inquiries from news media.

VI. Security officer's coordination of staff efforts

- Compilation of inventories.
- Arrangement for appraisals of loss or recovery.
- Preparation of communications to staff about progress on case.
- Maintenance of internal records of actions followed during progress of case.

Draft of model legislation: Theft and mutilation of library materials

Declaration of purpose

Because of the rising incidence of library theft and mutilation of library materials, libraries are suffering serious losses of books and other library property. In order to assure that research materials are available for public use, it is the policy of this state to provide libraries and their employees and agents with legal protection to ensure security for their collections. It is the policy of this state to affirm that local, state and federal prosecution of crimes affecting books or other library property is executed with the same degree of diligence as is exercised in prosecution of crimes affecting all other forms of property. Federal statute pertaining to stolen property is designed not only to implement federal-state co-operation in apprehending and punishing criminals who utilize, or cause to be utilized, channels of interstate commerce for transportation of property (in value of $5,000 or more) of which the owner has been wrongfully deprived, but also to deter original theft.

Definition of terms

"Library" means any public library; any library of an educational, benevolent, hereditary, historical or eleemosynary institution, organization or society; any museum; any repository of public or institutional records. "Book or other library property" means any book, plate, picture, photograph, print, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public record, microform, sound recording, audiovisual material in any format, magnetic or other tape, catalogue card or catalogue record, electronic data processing record, artifact, or other documentary, written or printed materials, or equipment, regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of a library.

Proposed wording

Section I.a.) Any person who willfully, maliciously or wantonly writes upon, injures, defaces, tears, cuts, mutilates, or destroys any book or other library property belonging to, on loan to, or otherwise in the custody of a library shall be guilty of a crime.

Section I.b.) The willful concealment of a book or other library property upon the person or among the belongings of the person or concealed upon the person or among the belongings of another while still on the premises of a library shall be prima facie evidence of intent to commit larceny thereof.

Section I.c.) The willful removal of a book or other library property in contravention of library regulations shall be prima facie evidence of intent to commit larceny thereof.

Section I.d.) The willful alteration or destruction of library ownership records, electronic or catalogue records retained apart from or applied directly to a book or other library property shall be prima facie evidence of intent to commit larceny of a book or other library property.

Section II.a.) An adult agent or employee of a library who has reasonable grounds to believe that a person committed, was committing, or was attempting to commit the acts described in Section I may stop such person. Immediately upon stopping such person the library employee shall identify himself and state the reason for stopping the person. If after the initial confrontation with the person under suspicion, the adult agent or library employee has reasonable grounds to believe that at the time stopped the person committed, was committing, or was attempting to commit the crimes set forth in Section I, said employee or agent may detain such person for a time sufficient to summon a peace officer to the library. In no case shall the detention be for a period of more than one-half (½) hour. Said detention must be accomplished in a reasonable manner without unreasonable restraints or excessive force, and may take place only on the premises of the library where the alleged crime occurred. Library premises includes the interior of a building, structure, or other enclosure in which a library facility is located, the exterior appurtenances to such building, structure, or other enclosure, and the land on which such building, structure, or other enclosure is located. Any person so stopped by an employee or agent of a library shall promptly identify himself by name and address. Once placed under detention, such person shall not be required to provide any other information nor shall any written and/or signed statement be elicited from him until a peace officer has taken him into custody. The said employee or agent may, however, examine said property which the employee or agent has reasonable grounds to believe was unlawfully taken as set forth in Sections I.b and/or I.c. or injured or destroyed as set forth in Sections I.a and/or I.d. Should the person detained refuse to surrender the item for examination, a limited and reasonable search may be conducted. Only packages, shopping bags, handbags, or other property in the immediate possession of the person detained, but not including any clothing worn by the person, may be searched.

Section II.b.) For the purposes of Section II.a "reasonable grounds" shall include, but not be limited to, knowledge that a person has concealed or injured a book or other library property while on the premises of the library.

Section II.c.) In detaining a person whom the employee or agent of the library has reasonable grounds to believe committed, was committing or was attempting to commit any of the crimes set forth in Section I, the said employee or agent may use a reasonable amount of nondeadly force when and only when such force is necessary to protect himself or to prevent the escape of the person being detained or the loss of the library's property.

Section III. An adult agent or employee of a library who stops, detains and/or causes the arrest of any person pursuant to Section II shall not be held civilly liable for false arrest, false imprisonment, unlawful detention, assault, battery, defamation of character, malicious prosecution or invasion of civil rights of the person stopped, detained and/or arrested, provided that in stopping, detaining or causing the arrest of the person, the adult agent or employee had at the time of the stopping, detention or arrest reasonable grounds to believe that the person had committed, was committing, or was attempting to commit any of the crimes set forth in Section I.

Section IV. The fair market value of property affected by crimes set forth in Section I determines the class of offense: value under $500 indicates a misdemeanor; $500–$5,000 a Class I felony; above $5,000 a Class II felony.

The aggregate value of all property referred to in a single indictment shall constitute the value thereof.

Section V. A copy or abstract of this act shall be posted and prominently displayed in all libraries.

Section VI. This act shall take effect upon passage.

■■

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FAX 508 475-6021

INFORMATION NEEDED FOR DISASTER PLANNING

I. Name of institution: ____________________

Date of completion or update of this form: ____________________

Staff members to be called in case of disaster:

Position	Name	Home Phone	Specific Responsibility in Case of Disaster
Chief Administrator			
Person in charge of building maintenance			
Cataloger/ Registrar			
Preservation administrator, Conservator			
In-house disaster recovery team members			

II. Other Services Needed in an Emergency:

Service	Company and/or Name of Contact	Phone #
In-house security		
Fire Department		
Police or Sheriff		
Ambulance		
Civil Defense		
Disaster Assistance	Northeast Document Conservation Center	508/470-1010
Insurance Company		
Freezer		
Freeze-dry Service		
Fire Recovery/Salvage		
Water Recovery/Salvage		
Microfilm Salvage		
Computer Records Salvage		
Computer Emergency		
Legal Advisor		
Electrician		
Plumber		
Carpenter		
Exterminator		
Fumigation Service		
Locksmith		
Utility Companies		
Architect or Builder		
Janitorial Service		
Glazier		
Photographer		
Other		

III. In-House Emergency Equipment: (List locations and attach floor plans with locations labeled)

A. Keys

B. Main Utilities:

1. Main electrical cut-off switch:

2. Main water shut-off valve:

3. Main gas shut-off:

4. Sprinkler system:

5. Heating/cooling system:

C. Nearest CB radio:

D. Fire extinguishers:

Number by type: Wood, paper, combustible (Type A):
Gasoline and flammable liquid (Type B):
Electrical (Type C):
Type ABC:

E. Master fire alarm (pull box):

F. Smoke and heat detectors:

G. Flashlights:

H. Portable pump (if one on site):

I. Plastic sheeting (stored with scissors and tape):

J. Paper towel supply (if kept on site):

K. First aid kit:

L. Metal book trucks:

M. Clipboards:

N. Portable folding tables:

O. Portable fans:

P. Drying space:

Q. Emergency funds: cash -
purchase orders -

Have all members of Disaster Team toured A-Q above?

Date

IV. Off-Site Emergency Equipment and Supplies:

Item	Supplier	Phone Number
Dehumidifiers		
Drying Space		
Refrigerator trucks		
Metal book trucks		
Plastic (milk) crates		
Portable generator		
Portable sump pump		
Portable lighting		
50' Extension cords (3-wire grounded)		
Heavy plastic sheeting		
Portable electric fans		
Wet vacuum		
Extra security personnel		
Blank newsprint		
Dry ice		
Freezer or wax paper		
Plastic trash bags		
Plastic buckets and trash cans		
Paper towels		
Portable tables		
Water hoses		
Sponges, mops, pails		
Monofilament nylon (fishing) line		
Brooms		
Gloves (rubber/leather)		
Rubber boots and aprons		
Other		

V. Upkeep Checklist:

A. Keys and window locks secure, and keys accounted for? ______________

B. Emergency numbers posted near every telephone? ______________

C. Last inspection by local fire department official? ______________

Frequency of inspections ________________________

1. Fire extinguishers updated and operable? ______________
2. Smoke and/or heat detectors operable? ______________
3. Sprinkler system operable? ______________
4. Water detectors operable? ______________
5. Halon system operable? ______________
6. Fire alarms operable? ______________

D. Flashlights operable:
(one in each dept., public desk and CD shelter) ______________

E. Transistor radio operable? ______________

F. Staff familiar (by tour, not map) with location of thermostats, regular exits, fire exits, fire extingushers, flashlights, radio, CD shelter, and where to reach disaster recovery team members? ______________

G. Last fire drill? ______________

Frequency? ____________

H. Last Civil defense drill? ______________

Frequency? ____________

I. Date of last analysis/update of insurance coverage? ____________

Frequency? ____________

INSERT COPIES OF LAST INVENTORY REPORT AND INSURANCE POLICIES HERE

EMERGENCY INSTRUCTION SHEET

This sheet should contain in brief and easy-to-read steps all the instructions that any staff member, volunteer, or student would need to know in case of an emergency affecting the collections. Copies of this one-page instruction sheet should be posted near all staff telephones and at public service desks. All staff should receive education in its use. Examples of what it might contain are listed below.

FIRE:

1. Call: ____________________(fire dept.)________________(phone no.)
2. Assist in evacuation of building
3. Notify: ____(Library Director)

   ________________________________(disaster response person)

   ________________________________(your immediate supervisor)

WATER:

1. Call: ________________________________(plumber, facilities staff)

   ________________________________(disaster response person)

   ________________________________(your immediate supervisor)

From above:

2. Cover stacks with plastic sheet located:

   ____

   ____

   ____(locations) OR

3. Move books off shelves using booktruck OR
4. Carry books to another location.

From below:

5. Move books higher on shelves OR
6. Move books off shelves to another location using booktrucks.

Continue to list brief instructions relevant to the building, collections and location. Make them clear, so that even excited staff will understand and know what to do.

[Courtesy of Sally Buchanan:1988]

VII. Salvage Priorities:

Compile a list of items that should be salvaged first following a disaster for each department, area, and/or office. Keep these considerations in mind when setting priorities.

A. Is the item critical for ongoing operations of the institution?

B. Can the item be replaced? (Cost figures should include ordering, cataloging, shipping, etc. in addition to the purchase price.)

C. Would the cost of replacement be more or less than the cost of restoring the object?

D. Is the item available in another format, or in another collection?

VIII. Disaster Team Records:

A. Who on the staff has a copy of this plan and is familiar with its contents?

B. List all locations where this plan is on file (on and off premises).

IX. Compile and attach a list of procedures to be followed in case of disaster. These should accomodate your institution's particular needs and collections. Use the following as guidelines:

Barton, John P. and Joanna G. Wellheiser, eds. An Ounce of Prevention: Handbook on Disaster Planning for Archives, Libraries, and Record Centres. Toronto: Toronto Area Archivists Group Education Foundation, 1985 (P.O. Box 97, Station F., Toronto, Ontario M4Y 2L4).

[New York University] Disaster Plan Workbook. New York: Bobst Library, New York University, 1984.

Rhodes, Barbara J. (comp.). Hell & Highwater: A Disaster Information Sourcebook, METRO Misc. Pub. 35. New York: METRO (57 Willoughby Street, Brooklyn, NY 11201).

Solley, Thomas T., Joan Williams, and Linda Baden. Planning for Emergencies: A Guide for Museums. Washington: Association of Art Museum Directors, 1987. (Available from American Association of Museums, 1225 Eye Street, NW, Washington, DC 20005)

Waters, Peter. Procedures for Salvage of Water-damaged Library Materials (3rd edition). Washington: Library of Congress, 1988.

This material is based on statewide disaster plans developed by the State Libraries of Wyoming and Iowa, and is used with their kind permission.

The following information on drying wet books and records, and air drying wet records, was taken from: "Resource Materials for Disaster Planning in New York Institutions," prepared for The New York State Library Disaster Planning Project, by Sally A. Buchanan, in cooperation with The New York State Office of Cultural Education and Division of Library Development, and Northeast Document Conservation Center, November 1988.

DRYING WET BOOKS AND RECORDS

There are currently five ways to dry wet books and records. All have undergone at least some minimal level of testing under emergency conditions; several have been used extensively. These are described to assist you in making the best choice given your circumstances: cause of damage, level of damage, numbers involved, rarity/scarcity, personnel available, budget available, drying service available. Advice from a conservator or preservation administrator experienced in disaster recovery can be helpful before making the final selection(s).

It is important to remember that no drying method restores materials. They will never be in better condition than the one they are in when drying begins. If time must be taken to make critical decisions, books and records should be frozen to reduce physical distortion and biological contamination.

Air Drying

Air drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, but is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often seen as an inexpensive method of drying. But it is extremely labor-intensive, can occupy a great deal of space, and can result in badly distorted bindings and textblocks. It is seldom successful for drying bound, coated paper. The correct technique for air drying is given on page 20. (Book and paper conservators should always be consulted for the drying of rare or unique materials. They may choose to air dry items or may suggest one of the other alternatives.)

Dehumidification

This is the newest method to gain credibility in the library and archival world, although it has been used for many years to dry out buildings and the holds of ships. Large, commercial dehumidifiers are brought into the facility with all collections, equipment, and furnishings left in place. Temperature and humidity can be carefully controlled to user specifications. Additional testing is being undertaken, but the technique is certainly successful for damp or moderately wet books, even those with coated paper, as long as the process is initiated before swelling and adhesion have taken place. The number of items is limited only by the amount of equipment available and the expertise of the equipment operators. This method has the advantage of leaving the materials in place on the shelves and in storage boxes, eliminating the costly step of removal to a freezer or vacuum chamber.

Freezer Drying

Books and records which are only damp or moderately wet may be dried successfully in a self-defrosting fast freezer if left there long enough. Materials should be placed in the freezer as soon as possible after water damage. Books will dry best if their bindings are supported firmly to inhibit initial swelling. The equipment should have the capacity to freeze very quickly, and temperatures must be below -10°F to reduce distortion and to facilitate drying. Documents may be placed in the freezer in stacks or may be spread out for faster drying. Expect this method to take from several weeks to several months, depending upon the temperature of the freezer and the extent of the water damage. Coated paper may adhere with this technique.

Vacuum Thermal-Drying

Books and records may be dried in a vacuum thermal-drying chamber into which they are placed either wet or frozen. The vacuum is drawn, heat is introduced, and the materials are dried above 32°F. This means that the materials stay wet while they dry. It is a very acceptable manner of drying wet records, but often produces extreme distortion in books, and almost always causes blocking (adhesion) of coated paper. For large numbers of materials it is easier than air drying, and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected. This method is a solution for materials which have suffered extensive water damage.

Vacuum Freeze-Drying

Books and records are placed in a vacuum chamber frozen. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32°F, remain frozen. The physical process known as sublimation takes place - i.e., ice crystals vaporize without melting. This means that there is no additional swelling or distortion beyond that incurred before the materials were placed in the chamber.

Coated paper will dry well if it has been frozen or placed in the chamber within six hours. Otherwise it may well be lost. The process calls for very sophisticated equipment and is especially suitable for large numbers of very wet books and records as well as for coated paper. Rare and unique materials can be dried successfully this way, but leathers and vellums may not survive. Although this method may initially appear to be more expensive due to the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt and/or soot is lifted to the surface, making cleaning less timeconsuming. Photographs should not be vacuum freeze-dried.

AIR DRYING WET RECORDS

Wet records may be air dried if care is taken to follow guidelines suggested by preservation experts. The technique is most suitable for small numbers of records which are damp or water-damaged only around the edges. If there are hundreds of single pages, or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Stacks of documents on coated, or shiny, paper must be separated immediately to prevent adhesion. Or they must be frozen to await a later drying decision. Care must be taken with water-soluble inks as well. Records with running or blurred inks should be frozen immediately to preserve the written record. Conservators can then be contacted for advice and assistance.

If records must be air dried, the following steps will help achieve satisfactory results. Wet paper is extremely fragile and easily torn or damaged, so care must be exercised. Once wet, records will never look the same, and at least some cockling or distortion should be expected.

Equipment needed: flat surfaces for drying, fans and extension cords, clotheslines, sheets of polyester film.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. For best results, the temperature must be below 70°F and the humidity below 50%, or mold will develop and distortion will be extreme.

2. Keep the air moving at all times using the fans in the drying area. This will accelerate the drying process and discourage the growth of mold. If materials are dried outside, remember that prolonged exposure to direct sunlight may fade inks and accelerate the aging of paper. Be aware that breezes can blow away single records. Train fans into the air and away from the drying records.

3. Single pages can be laid out on tables, floors, and other flat surfaces protected if necessary by paper towels or clean, unprinted newsprint. Or clotheslines may be strung close together and records laid across them for drying.

4. If records are printed on coated paper, they must be separated from one another to prevent them from sticking together. This is a tedious process which requires skill and patience. Practice ahead of time will prove useful in case of emergency. Place a piece of polyester film on the stack of records. Rub it gently down on the top document. Then slowly lift the film while at the same time peeling off the top sheet. Hang the polyester film up to dry on the clothesline using clothespins. As the record dries, it will separate from the surface of the film. Before it falls, remove it and allow it to finish drying on a flat surface.

5. Once dry, records may be rehoused in clean folders and boxes. Or they may be photocopied or reformatted on microfilm or fiche. Dried records will always occupy more space than ones which have not been water-damaged.

TECHNICAL LEAFLET

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General Preservation

DISASTER RECOVERY SUPPLIERS AND SERVICES

This list is partial, and does not constitute an endorsement of companies listed. Information should be obtained from several suppliers so cost comparisons can be made and the range of available supplies/services assessed.

Airdex Corporation 2100 West Loop South, Suite 820 Houston, TX 77027 (713) 963-8600	Disaster recovery, dehumidification, building drying services
American Freeze-Dry, Inc. 411 White Horse Pike Audobon, NJ 08106 (609) 546-0777	Vacuum freeze drying
BMS Catastrophe, Inc. 1000 Forest Park Blvd. Fort Worth, TX 76110 (800) 433-2940	Disaster recovery services, odor removal, vacuum freeze drying
Document Reprocessors 55 Sutter Street. Ste. 120 San Francisco, CA 94103 (415) 362-1290	Vacuum freeze drying
Dorlen Products 7424 West Layton Ave. Greenfield, WI 53220 (414) 232-4840	Surface water detectors
Graham Magnetics, Inc. 6625 Industrial Park Blvd. North Richland Hills, TX 76118 (817) 281-9450	Disaster recovery of computer media

McDonnell Aircraft Co. Box 516 St. Louis, MO 63166 (314) 232-0232	Freeze drying
Moisture Control Services 20 Del Carmine St. Wakefield, MA 01880 (617) 245-6021	Disaster recovery services, building dehumidification, drying services
National Fire Protection Association Batterymarch Park Quincy, MA 02269 (800) 344-3555	Fire prevention information and standards
Randomex, Inc. Data Recovery Division 1100 East Willow Street Signal Hill, CA 90806	Disaster recovery of computer media
Re-Oda Chemical Engineering 100 Industrial Parkway Post Office Box 424 Chagrin Falls, OH 44022 (216) 247-4131	Smoke damage recovery
Restoration Technologies, Inc. 3005 Hadley Road Plainfield, NJ 07080 (201) 755-7444	Disaster recovery of electronic equipment
Sprink-off, Inc. Post Office Box 1143 Monrovia, CA 91016 (818) 359-3818	Automatic sprinkler retrofit kits, accidental discharge control equipment
Sterilizing Services Cumberland Industrial Park Cumberland, RI 03864 (800) 556-6462	Fumigation

A MINI-BIBLIOGRAPHY FOR DISASTER PLANNING

There are a number of good bibliographies dealing with the subject of disaster preparedness and recovery for a variety of library and archival materials including film, photographs, and magnetic media. Including them in a formal plan will provide a fast reference source of detailed information about materials, technologies, experts, ideas, and suggestions.

Association of Research Libraries, Office of Management Studies.
"Planning for Emergencies," SPEC Kit No. 69. Washington, DC: ARL, 1980. [This is a compilation of sound advice from a number of experts and institutions. Cost is approximately $25.00 from ARL.]

Barton, John P. and Johanna C. Wellheiser. An Ounce of Prevention. Toronto, Canada: Toronto Area Archivists Group, 1985. [Even though this is written for Canadian institutions, the information is sensible and applicable for anyone involved in disaster planning; conference proceedings also available from P.O. Box 97, Station F, Toronto, Ontario M4Y 2L4.]

Bohem, Hilda. Disaster Prevention and Disaster Preparedness. Berkeley, CA: Office of Assistant Vice-President, University of California, Berkeley, 1978. [This is somewhat dated, but the logical and concise organization it suggests is still extremely useful and worth reading.]

Buchanan, Sally A. "The Stanford Library Flood Restoration Project," College & Research Libraries, November 1979, pp. 539-48. [The second half (Phil Leighton's is the first) of a detailed account of a major library flood and the logistics and statistics of recovery.]

Burke, Robert B. and Sam Adeloye. A Manual of Basic Museum Security. Paris: ICOM, 1986 (available through Museum Consultants, Int., 1716 17th St., NW, Washington, D.C. 20009).

Eulenberg, Julia Niebuhr. Handbook for the Recovery of Water Damaged Business Records. Prairie Village, KS: Association of Records Managers and Administrators, 1986. [This does not mention books, but is strong in coverage of paper, magnetic media, photographs, and other special media.]

Hendriks, Klaus B. and Brian Lesser. "Disaster Preparedness and Recovery: Photographic Materials," American Archivist, Vol. 46, No. 1, Winter 1983, pp. 52-68. [Sound and sensible advice from one of the most reliable and respected photographic conservators.]

Leighton, Philip D. "The Stanford Flood," College & Research Libraries, September 1979, pp. 450-59. [The first half of the account of the Stanford Libraries flood (see above).]

Martin, John N. The Corning Flood: Museum Under Water. Corning, NY: the Corning Museum of Glass, 1977. [A creative account and a classic in the field of disaster recovery, "must" reading for everyone.]

Mathieson, David F. "Hurricane Preparedness: Establishing Workable Policies for Dealing With Storm Threats," Technology & Conservation, Summer 1983, pp. 28-29. [Basic and practical advice for those who live in hurricane country.]

Morris, John. Managing the Library Fire Risk (2nd ed). Berkeley, CA: University of California Office of Insurance and Risk Management, 1979. [This is an invaluable source book for detailed information about fire protection and prevention systems and facts (available from author, 333 Nutmeg Lane, Walnut Creek, CA 94598).]

Murray, Toby. Bibliography on Disasters, Disaster Preparedness and Disaster Recovery. Tulsa, OK: University of Tulsa Libraries, 1987. [An extensive bibliography of resources in disaster preparedness which is updated regularly and contains most of the useful information written on the subject. Available from Toby Murray, Preservation Officer, McFarlin Library, U. Tulsa, Tulsa, OK 74104.]

National Fire Protection Association. Recommended Practice for the Protection of Libraries and Library Collections (NFPA #910) and Recommended Practice for the Protection of Museums and Museum Collections (NFPA #911). Quincy, MA: The Association, 1985.

Nyberg, Sandra. "The Invasion of the Giant Spore." Preservation Leaflet No. 5 (November 1987). [Guide to mold control, available from SOLINET, Plaza Level, 400 Colony Square, 1201 Peachtree Street, NE, Atlanta, GA 30361].

O'Connell, Mildred. "Disaster Planning: Writing and Implementing Plans for Collections-Holding Institutions," Technology and Conservation, Summer 1983, pp. 18-24. [A succinct and practical approach to disaster planning. Every planning committee should read it first before undertaking the task.]

Solley, Thomas T., Joan Williams, and Linda Baden. Planning for Emergencies: A Guide for Museums. Washington, D.C.: Association of Art Museum Directors, 1987. (Available from American Association of Museums, Washington, D.C.)

Rhodes, Barbara J. (comp.) Hell & Highwater: A Disaster Information Sourcebook, METRO Misc. Pub. 35. New York: METRO (57 Willoughby Street, Brooklyn, NY 11201).

Story, Keith O. Approaches to Pest Management in Museums. Washington, D.C.: Conservation Analytical Lab., Smithsonian Institution, 1985.

Water, Peter. Procedures for the Salvage of Water-Damaged Library Materials (3rd ed. in press). Washington, DC: Government Printing Office, 1988. [Waters has updated his classic pamphlet, which every cultural institution should hold in multiple copies, ready for use.]

Zycherman, Linda (ed.). A Guide to Museum Pest Control. Washington, DC: Assoc. Systematics Collections, 1988 (730 11th St. N.W.).

COOPERATIVE PRESERVATION PROGRAMS GROUP

The Cooperative Preservation Programs Group is a loosely organized group that has no mission statement, bylaws, or bureaucracy. The group meets annually to share information and discuss issues. The minimum service requirement for invitation to the group is the provision of services and expertise on a statewide level. Many programs serve multi-state and national constituents. Please be aware that the names of the program officers change and programs come in and go out of existence. Most programs serve only the area in their title; some provide more services than others. All will help with information questions and referrals, so do not hesitate to call.

(The following is a list of preservation programs that were invited to attend the December 14, 1990 meeting. Those with an asterisk (*) preceding their entry attended the meeting.)

ARIZONA

*Sharlane Grant, Head
Preservation Department
Hayden Library
Arizona State University
Tempe, AZ 85287-1006

iacstg@asuacad (bitnet)
602-965-7583 (voice)
602-965-7960 (fax)

CALIFORNIA

*Barclay Ogden, Director
Conservation Department
University of California Preservation Program
416 Library
University of California
Berkeley, CA 94720

bogden@library.berkeley.edu (internet)
415-643-7891 (voice)
415-642-4946 (fax)

Patricia McClung, Associate Director for Programs
Nancy Elkington, Preservation Program Officer
Research Libraries Group (RLG)
1200 Villa Street
Mountain View, CA 94041-1100

415-962-9951 (voice)
415-964-0943 (fax)

COLORADO

Jim Schubert
Colorado State Library
Department of Education
201 East Colfax
Denver, CO 80203

David Brunell, Executive Director
Bibliographical Center for Research (BCR)
4500 Cherry Creek Drive South, Suite 206
Denver, CO 80222

303-691-0550 (voice)

CONNECTICUT

*Lynne Newell
Office of Preservation
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106
203-566-3560 (voice)
203-566-8940 (fax)

DELAWARE

*Mark Roosa, Preservation Officer
University Library
University of Delaware
Newark, DE 19717
302-451-6919 (voice)
302-451-1086 (fax)

DISTRICT OF COLUMBIA

*Margaret Child
2858 Ontario Road, N.W., # 101
Washington, DC 20009
202-234-0851

*Lawrence Reger, President
National Institute for Conservation of
Cultural Property (NIC)
3299 K Street, N.W., Suite 403
Washington, DC 20007
202-625-1495 (voice)
202-625-1485 (fax)

*George Farr, Director
*Vanessa Piala
Office of Preservation
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 802
Washington, DC 20506
202-786-0570 (voice)
202-786-0240 (fax)

*Susan Lee-Bechtold
Research and Testing Office
National Archives and Records
Administration (NARA)
Pennsylvania Avenue at 8th Street, W.W.
Washington, DC 20408
202-501-5365 (voice)
202-501-5079 (fax)

*Karen Garlick, Senior Conservator
*Kitth Nicholson, Conservator
*Norvell M.M. Jones
*Mary Lynn Ritzenthaler
Document Conservation Branch, Room B-1
National Archives and Records
Administration (NARA)
Pennsylvania Avenue at 8th Street, W.W.
Washington, DC 20408
202-501-5360 (voice)
202-501-5079 (fax)

*Merrily A. Smith, Program Officer
*Carrie Beyer, Staff Assistant
*John Loughridge, Mellon Intern
National Preservation Program Office
Library of Congress, LM-G07
Washington, DC 20540 — 202-707-1840 (voice)

*Patricia Battin, President
*Maxine Sitts, Program Officer
The Commission on Preservation and Access
1785 Massachusetts Avenue, N.W., Suite 313 — 202-483-7474 (voice)
Washington, DC 20036 — 202-483-6410 (fax)

*Sarah Z. Rosenberg, Executive Director
American Institute for Conservation of
Historic and Artistic Works (AIC)
1400 16th Street, N.W., Suite 340 — 202- 232-6636 (voice)
Washington, DC 20036 — 202-232-6630 (fax)

*Jutta Reed-Scott — bb.jrs@rlg (bitnet)
Association of Research Libraries (ARL)
1527 New Hampshire Avenue, N.W. — 202-232-2466 (voice)
Washington, DC 20036 — 202-462-7849 (fax)

FLORIDA

Lorraine Summers, Assistant Director
R.A. Gray Building
State Library of Florida — 904-487-2651 (voice)
Tallahassee, FL 32301 — 904-488-0978 (fax)

*John DePew, Project Director
Florida Needs Assessment Project
School of Library and Information Studies, R-106
LSB 232
Florida State University — 904-644-8113 (voice)
Tallahassee, FL 32306-2048 — 904-644-9763 (fax)

GEORGIA

*Jane Pairo, Manager
*Lisa Fox, Program Development Officer
SOLINET Preservation Program
SOLINET
400 Colony Square, Plaza Level — 800-999-8558 (voice)
Atlanta, GA 30361-6301 — 404-892-7879 (fax)

*Brenda Banks, Project Director
NAGARA Preservation Planning Project
Georgia Department of Archives and History
330 Capitol Avenue, S.E. — 404-656-2374 (voice)
Atlanta, GA 30334-1549 — 404-651-9270 (fax)

HAWAII

Laura Wood
Pacific Regional Conservation Center
Bishop Museum
1525 Bernice Street
P.O. Box 19000-A
Honolulu, HI 96817

ILLINOIS

Tim Ericson, Acting Executive Director
Jane Kenamore, Education Officer
Society of American Archivists (SAA)
600 South Federal, Suite 504
Chicago, IL 60605
312-922-0140 (voice)
312-347-1452 (fax)

Preston Levy
Preservation Office
Centennial Building, Room 288
Illinois State Library
Springfield, IL 62756
217-524-5866 (voice)
217-785-4326 (fax)

Cheryl Pence
Illinois State Historical Library
Old State Capitol
Springfield, IL 62701
217-782-4836 (voice)

*Mary Wood Lee
Campbell Center for Historic Preservation Studies
201 East Seminary
P.O. Box 66
Mount Carroll, IL 61053
815-244-1173 (voice)

IOWA

*Ivan Hanthorn
404 Parks Library
Iowa State University
Ames, IA 50011
515-294-8858 (voice)
515-294-1885 (fax)

KANSAS

Michael Piper, Executive Director
Kansas Library Network
State Capitol, Third Floor
Topeka, KS 66612-1593
913-296-3296 (voice)

MAINE

*John W. Boynton
Maine State Library
State House, Station 64
Augusta, ME 04333-0064
207-289-5620 (voice)
207-622-0933 (fax)

MARYLAND

*Robert Milevski, Head
Preservation Department
Milton Eisenhower Library
Johns Hopkins University
34th & Charles Streets
Baltimore, MD 21218
lib_brjm@jhunix (bitnet)
303-338-8380 (voice)
303-338-8596 (fax)

MASSACHUSETTS

*Ann Russell, Director
*Karen Motylewski, Field Service Director
Northeast Document Conservation Center (NEDCC)
100 Brickstone Square
Andover, MA 01810-1428
508-470-1010 (voice)
508-475-6021 (fax)

*Gregor Trinkaus-Randall, Collection Management Consultant
Massachusetts Board of Library Commissioners
648 Beacon Street
Boston, MA 02215-2070
617-267-9400 (voice)
617-421-9833 (fax)

MICHIGAN

Stephanie Perentesis, Coordinator Preservation Support Services
The Library of Michigan
717 West Allegan Avenue
P.O. Box 30007
Lansing, MI 48909
517-373-5506 (voice)

MINNESOTA

*Robert Herskovitz
Minnesota Historical Society
222 E. Plato Boulevard
St. Paul, MN 55107
612-297-3896 (voice)
612-296-9961 (fax)

NEBRASKA

*Katherine L. Walter, NDPAC Chair
Nebraska Documents Preservation Advisory Council
209 North Love Library
University of Nebraska-City Campus
Lincoln, NE 68588-0410
402-472-3939 (voice)
402-472-5131 (fax)

NEW JERSEY

Betty Steckman, Assistant Coordinator
Library Development Bureau
New Jersey State Library
185 West State Street, CN 520
Trenton, NJ 08625-0520
609-984-3282 (voice)
609-984-7898 (fax)

NEW YORK

*John Townsend
Division of Library Development
Conservation/Preservation Program
New York State Library
Cultural Education Center
Albany, NY 12230
518-474-6971 (voice)

NORTH CAROLINA

*Harlan Greene, Coordinator
North Carolina Preservation Consortium
c/o North Carolina Division of Archives and History
109 East Jones Street, Room 303
Raleigh, NC 27601-2807
919-733-7305, ext. 26 (voice)
919-733-8807 (fax)

OHIO

*Tom Clareson, Membership and Cooperative
Programs Administartor
OCLC, Inc.
6565 Frantz Road
Dublin, OH 43017-0702
800-848-5878 (voice)
614-764-6096 (fax)

Miriam Kahn, Conservation/Preservation Consultant
Library Services Division
State Library of Ohio
65 South Front Street
Columbus, OH 43266-0334
614-644-1972 (voice)
614-644-7004 (fax)

OKLAHOMA

Cheri Cook, Field Services Representative
Oklahoma Field Advisory Service
Oklahoma Historical Society
2100 North Lincoln Boulevard
Oklahoma City, OK 73105-4997
405-521-2491 (voice)

PENNSYLVANIA

*Chuck Broadbent, Executive Director
Pittsburgh Regional Library Consortium
103 Yost Boulevard
Pittsburgh, PA 15221
412-825-0600 (voice)
412-825-0762 (fax)

C. Lee Jones, Director
Mid-Atlantic Preservation Service (MAPS)
9 South Commerce Way 215-758-8700 (voice)
Bethlehem, PA 18017 215-758-9700 (fax)

*Linda Ellsworth, Executive Director
*Jill Rawnsley, Preservation Consultant
*Glen Ruzicka
Conservation Center for Art and Historic
Artifacts (CCAHA)
264 South 23rd Street 215-545-0613 (voice)
Philadelphia, PA 19103

RHODE ISLAND

*Beth Perry
Rhode Island Department of State Library Services
300 Richmond Street 401-277-2726 (voice)
Providence, RI 02903-4222 401-351-1311 (fax)

SOUTH CAROLINA

*Sharon Bennett
PALMCOP (Palmetto Archives, Libraries and
Museums Council on Preservation)
The Charleston Museum
360 Meeting Street 803-722-2996 (voice)
Charleston, SC 29403

TEXAS

James Wellvang, Preservation Librarian
Texas Preservation Task Force
University Library
University of Texas-Arlington
Box 19497 817-273-3000 (voice)
Arlington, TX 76019 817-273-3392 (fax)

Bonnie Juergens, Executive Director
AMIGOS Bibliographic Council
11300 North Central Expressway, Suite 321 214-750-6130 (voice)
Dallas, TX 75243 214-750-7921 (fax)

UTAH

Randy Silverman, Preservation Librarian
Utah Preservation Consortium
6216 H.B. Lee Library
Brigham Young University 801-378-2512 (voice)
Provo, UT 84602

VIRGINIA

*Robert W. Frase, Consulting Economist
6718 Montour Drive 703-532-8239 (voice)
Falls Church, VA 22043

*John Tyson, Director
*Louis Manarin, State Archivist 804-786-5579 (voice)
*Pearl Holford, Conservation Officer 804-371-7616 (voice)
*Marianne M. Withers, Archivist 804-786-5606 (voice)
Virginia State Library and Archives
11th Avenue at Capitol Square
Richmond, VA 23219

WISCONSIN

Kathy Schneider
Wisconsin Plan for Preservation
Memorial Library
University of Wisconsin
728 State Street 608-263-2900 (voice)
Madison, WI 53706

UNITED KINGDOM

Marie Jackson
National Preservation Office
British Library
Great Russell Street
London WC1B 3DG U.K.

SOLINET

Southeastern Library Network, Inc.
400 Colony Square, Plaza Level
Atlanta, Georgia 30361-6301
Telephone (404) 892-0943
Toll-Free 1-800-999-8558
FAX (404) 892-7879

SOME SOURCES OF CONSERVATION/PRESERVATION SUPPLIES & EQUIPMENT

SOLINET PRESERVATION PROGRAM

Leaflet #2.4
March 1991

The following list includes companies that provide supplies, equipment, and (in few cases) services that may be useful in conservation and preservation activities. Each entry includes the company's name, mailing address, and (when available) phone number. In the right column is a brief indication of the product or products available through each company. Those listed as "general" suppliers carry a wide variety of products.

Inclusion in this list does not imply SOLINET endorsement, nor does the omission of any supplier indicate censure. This leaflet will be revised from time, as additional suppliers are identified.

Aabbitt-Jade Adhesives 2403 N. Oakley Chicago, IL 60647 312-227-2700, 800-222-2488	adhesives
Abbeon Cal, Inc. 123 Gray Avenue Santa Barbara, CA 93101 805-966-0810	equipment
Absorene Manufacturing Co. 1609 North 14th Street St. Louis, MO 63106 314-231-6355	surface cleaning materials
Aiko's Art Materials Import 714 North Wabash Chicago, IL 60611 312-943-0475	papers & supplies

Airguide Instrument Co. 2210 Wabansia Avenue Chicago, IL 60647 312-486-3000	hygrometers, psychrometers
American Freeze-Dry, Inc. 411 White Horse Pike Audubon, NJ 08106 609-546-0777	disaster recovery services, including freeze-drying, fumigation, smoke odor removal, and cleaning
Andrews/Nelson/Whitehead 31-10 48th Avenue Long Island, NY 11101 212-937-7100	paper & binding materials
Applied Science Laboratory 2216 Hull Street Richmond, VA 23224 804-231-9386	Barrow paper test kit
Archivart Division Lindenmeyr Paper Corp. 301 Veterans Boulevard Rutherford, NJ 07070 201-935-2900	paper supplies
Art Handicrafts Co. 3512 Flatlands Avenue Brooklyn, NY 11234 516-569-3588	rivets
Beckman Instruments 2500 Harbor Blvd., North Fullerton, CA 92635 714-871-4848	environmental monitoring equipment
Bendix Corporation National Environment Instruments Div. P. O. Box 520, Pilgrim Station Warwick, RI 02888	gas detector kits
Bill Cole Enterprises P. O. Box 60 Wallaston, MA 02170-0060	Mylar sheets & envelopes

Blackmon-Mooring-Steamatic Catastrophe, Inc. (BMS CAT) One Summit Avenue, Suite 202 Fort Worth, TX 76102 817-926-5296 24-hour hotline: 800-433-2940	disaster recovery services, including fire- and water-damage recovery
Bookbinder's Warehouse 31 Division Street (Rear) Keyport, NJ 07735 201-264-0306	leather, bookbinding supplies
BookLab, Inc. 8403 Cross Park Drive Suite 2E Austin, TX 78754 512-837-0479	boxmaking, binding and conservation
Bookmakers 6001 66th Avenue Suite 101 Riverdale, MD 20737 301-459-3384	general
Calumet Photographic, Inc. 890 Supreme Drive Bensenville, IL 60106 800-225-8638, 312-860-7447	storage enclosures, photographic supplies
Charrette Corporation 31 Olympia Avenue P.O. Box 4010 Woburn, MA 01888 617-935-6000/6010	surface cleaning supplies small tools, Fome-Cor
Chicora Foundation, Inc. P.O. Box 8664 Columbia, SC 29202 803-787-6910	insect monitors and traps
Cole-Parmer 7425 North Oak Park Ave. Chicago, IL 60648 312-647-0272	environmental monitoring equipment, pH testing materials
Conservation Materials, Ltd. 340 Freeport Boulevard Box 2884 Sparks, NV 89431 702-331-0582	general & photographic

Conservation Resources Int'l 8000 Forbes Place Springfield, VA 22151-2204 703-549-6610	paper, board, plastic, & photographic supplies
Dinh Company P.O. Box 999 Alachua, FL 32615 904-462-3464	dehumidifying heat-pipe for HVAC systems
Dietzgen Corporation 35 Cotters Lane, Bldg. EB 10-3 East Brunswick, NJ 08816 201-935-2900	Skum-X cleaning powder and pads
The Dickson Company 930 South Westwood Drive Addison, IL 60101 800-323-2448, 312-543-3747	environmental monitoring equipment
Document Reprocessors 55 Sutter Street, Suite 120 San Francisco, CA 94104 800-4-DRYING or 415-362-1290	disaster recovery services, including vacuum freeze-drying, smoke odor removal, cleaning, fumigation
Dorlen Products 6615 West Layton Avenue Milwaukee, WI 53220 800-533-6392	surface water detectors
Dual Office Suppliers, Inc. 2411 Bond Street University Park, IL 60466 312-534-1500	photocopier
DuPont de Nemours (E.I.) & Co., Inc. Fabrics & Finishes Dept. Industrial Products Division Wilmington, DE 19898	Mylar rolls
Durasol Drug & Chemical Co. 1 Oakland Street Amesbury, MA 01913	dry cleaning pads
Duro-Test Corporation 2321 Kennedy Boulevard North Bergen, NJ 07047 201-867-7000	hard plastic UV filters (Durogard safety shields)

EM Industries
111 Woodcrest Road
P. O. Box 5018
Cherry Hill, NJ 08034-0395
609-354-9200

pH test strips

Environmental Tectonics Corp.
County Line Industrial Park
Southhampton, PA 18966
800-523-6079, 215-355-9100

environmental monitoring equipment

Filmolux (USA) Inc.
4600 Witner Industrial Estate #9
Niagara Falls, NY 14305
800-873-4389, 716-298-1189

adhesive tapes

Fire Equipment, Inc.
88 Hicks Avenue
Medford, MA 02155
617-391-8050, 800-451-5015

fire extinguishers & detectors

Fisher Scientific Company
711 Forbes Avenue
Pittsburgh, PA 15219
412-562-8300

environmental monitoring equipment

Garrison/Lull Consultants
P.O. Box 337
Princeton Junction, NJ 08550
609-259-8050

architectural consulting and
liaison specializing in
environmental control

Franklin Distributors Corp.
P. O. Box 320
Denville, NJ 07834
201-267-2710

photographic storage

Gallard-Schlesinger
584 Mineola Avenue
Carle Place
Long Island, NY 11514
516-333-5600, 800-645-3044

sulphur dioxide test paper

Gane Bros. & Lane, Inc.
1400 Greenleaf Avenue
Elk Grove Village, IL 60007
312-437-4880

bookbinding supplies & equipment

Graham Magnetics, Inc.
6625 Industrial Park Boulevard
North Richland Hills, TX 76118
817-281-9450

disaster recovery of
computer media

Hamilton Industries 1316 18th Street Two Rivers, WI 54241	map cases
Hollinger Corporation P. O. Box 6185 3810 South Four Mile Run Drive Arlington, VA 22206 703-671-6600	general & photographic
I. C. I. America Inc. Plastics Division Wilmington, DE 19897	polyester sheets/rolls
Robert Jacobson: Design P. O. Box 8909 Moscow, ID 83843 208-882-3749	preservation posters
Jon Kennedy Cartoons P. O. Box 1488 Little Rock, AR 72203	preservation posters
The Kimac Company 478 Long Hill Road Guilford, CT 06437 203-453-4690	inert plastics
Landmark Facilities Group 252 East Avenue Norwalk, CT 06855 203-866-4626	architectural consulting and liaison specializing in environmental control
Library Binding Service 2134 East Grand Avenue P. O. Box 1413 Des Moines, IA 50305 515-262-3191, 800-247-5323	pamphlet binders preservation photocopying service
Light Impressions Corporation 439 Monroe Avenue P. O. Box 940 Rochester, NY 14603 800-828-6216	general & photographic
Littlemore Scientific Engineering Railway Lane, Littlemore Oxford, OX4 4PZ, ENGLAND	ultraviolet light meter

Magnetic Aids, Inc.
non-knifing bookends
133 North 10th Street
Paterson, NJ 07522
201-790-1400

William Minter
ultrasonic welder for encapsulation
1948 West Addison
Chicago, IL 60613
312-248-0624

Moisture Control Services
disaster recovery services, including dehumidification
6900 Peachtree Industrial Blvd.
Suite I
Norcross, GA 30071-1030
404-242-0935
For information on other MCS offices nationwide, phone 617-388-0600

New York State Library
preservation posters
Division of Library Development
10-C-47 Cultural Education Center
Albany, NY 12230
518-474-6971

Northern Archival Copy
preservation photocopying
4730 Lorinda Drive
Shoreview, MN 55126
612-483-9346

Northstar Freeze Dry Mfg.
freeze-dry chambers
P. O. Box 409
Nisswa, MN 56468
218-963-2900, 800-551-3223

Oce-Business Systems, Inc.
photocopier
1351 Washington Boulevard
Suite 3000
Stamford, CT 06902
203-323-2111

Photofile
photographic storage
2020 Lewis Avenue
Zion, IL 60099
312-872-7557

Pilcher-Hamilton
Mylar, polyester film
1850 South 25th Avenue
Broadview, IL 60153
312-343-6660

The Pine Cone Blake Building P. O. Box 1378 Gilroy, CA 95021-1378 408-842-7597 or -4797	mini vacuum cleaner
Plastic Reel Corporation of America Brisbin Avenue Lyndhurst, NJ 07071 201-933-5100, 212-541-6464	inert plastic containers for audio-visual media
Pohlig Bros., Inc. P. O. Box 8069 Richmond, VA 23223 804-644-7824	general, especially storage materials
Printfile, Inc. Box 100 3909 State Street Schenectady, NY 12304 518-374-2334	photographic storage
Process Materials Corporation 301 Veterans Boulevard Rutherford, NJ 07070 201-935-2900, 800-631-0193	methyl cellulose, neutral and buffered paper, matboard oversize acid-free tubes
Randomex, Inc. Data Recovery Division 1100 East Willow Street Signal Hill, CA 90806 213-595-8301	disaster recovery of computer media
Raychem Corporation TraceTek Products Group 300 Constitution Drive Menlo Park, CA 94025 415-361-3333 or 6484	water-sensing cable system
Re-Oda Chemical Engineering Co. 100 Industrial Parkway P. O. Box 424 Chagrin Falls, OH 44022 216-247-4131 (call collect)	restoration of fire-damaged materials
Rohm & Haas, Plastics Division Independence Mall West Philadelphia, PA 19105 215-592-3000	ultraviolet filtering materials

Science Associates
Qualimetric, Inc.
P. O. Box 230
Princeton, NJ 08542
609-924-4470, 800-247-7234

environmental monitoring equipment

SelectAir, Inc.
P.O. Box 221469
Charlotte, NC 28222-1469
704-364-5641

devices to enhance HVAC performance

Solar-Screen Company
53-11 105th Street
Corona, NY 11368-1718
718-592-8223, 800-862-6233 (get dial tone, dial 1978)

ultraviolet filtering material

Solex Technologies
2700 Post Oak Boulevard
Suite 1530
Houston, TX 77056
713-963-9405

disaster recovery

Solomat Corporation
Glenbrook Industrial Park
652 Glenbrook Road
Stamford, CT 06906
800-932-4500

environmental monitoring equipment

SOS International
377 Oyster Point Boulevard
Suite 19
South San Francisco, CA 94080
800-223-8597

disaster recovery services

Nathan Stolow, Ph.D.
P.O. Box 194
Williamsburg, VA 23187
804-253-0565

architectural consulting
and liaison specializing in
environmental control

TALAS
Technical Library Service
213 West 35th Street
New York, NY 10001-1996
212-736-7744

general

TCA-Taylor
Consumer Products Division
Sybron Corporation
95 Glenn Bridge Road
Arden, NC 28704
704-684-5178, 800-438-6045

environmental monitoring equipment

3M Film & Allied Products Division 3M Center St. Paul, MN 55101 800-328-0067	polyester sheets/rolls, tape for encapsulation
Thermoplastic Processes, Inc. Valley Road Stirling, NJ 07980 201-647-1000	Arm-a-Lite hard plastic UV-filtering tubes
Thomas Scientific P. O. Box 99 99 High Hill Road Swedesboro, NJ 08085 215-988-0533, 800-345-2100	environmental monitoring equipment, laboratory supplies
Total Information Limited P. O. Box 79 Luton, Bedfordshire LU3 1SE, England (0582) 412684	photocopier
Transilwrap Company 2615 North Paulina Street Chicago, IL 60614 212-594-3650	photographic storage
University of Minnesota Bindery 2818 Como Avenue, SE Minneapolis, MN 55414 612-626-1516	preservation photocopying
University Products, Inc. P. O. Box 101 517 Main Street Holyoke, MA 01041 800-628-1912	general & photographic
VL Service Lighting 200 Franklin Square Somerset, NJ 08873 201-563-3800	low-UV fluorescent tubes
Verd-A-Ray Corporation 615 S. Front Street Toledo, OH 43605 419-691-5751	low-UV fluorescent tubes
VWR Scientific P.O. Box 232 Boston, MA 02101	environmental monitoring equipment, conservation chemicals, tools and lab equipment

S. D. Warren Company 225 Franklin Street Boston, MA 02101	acid-neutral & alkaline paper
Wei T'o Associates, Inc. P. O. Drawer 40 21750 Main Street, Unit 27 Matteson, IL 60443 312-747-6660	deacidification supplies & equipment book dryer/exterminator

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TECHNICAL LEAFLET

General Preservation

PRESERVATION SUPPLIERS AND SERVICES

This list is not exhaustive, and does not constitute an endorsement of the companies listed. We suggest that information/catalogs be obtained from a number of suppliers and services so that cost comparisons can be made and the full range of available supplies and services assessed.

Aiko's Art Materials 714 North Wabash Ave. Chicago, IL 60611 (312) 943-0745	Japanese papers, brushes, tools
Airdex Corporation 2100 West Loop South Suite 820 Houston, TX 77027 (713) 963-8600	disaster recovery services, drying by dehumidification
Airguide Instrument Co. 2210 Wabansia Ave. Chicago, IL 60647 (312) 486-3000	hygrometers, psychrometers
American Freeze-Dry, Inc. 411 White Horse Pike Audubon, NJ 08106 (609) 546-0777	vacuum freeze drying
Andrews/Nelson/Whitehead 31-10 48th Ave. Long Island City, NY 11101 (212) 937-7100	handmade and machine made Japanese paper, matboard
Applied Science Laboratory, Inc. 2216 Hull St. Richmond, VA 23224 (804) 231-9386	Barrow test kits

BMS Catastrophe, Inc. 1000 Forest Park Blvd. Fort Worth, TX 76110 (800)433-2940	disaster recovery services, vacuum freeze drying
Bookmakers 2025 Eye St., NW Rm. 307 Washington, D.C. 20006 (202) 296-6613	heat-set tissue, hand binding equipment and supplies
Charrette Corporation 31 Olympia Ave. P.O. Box 4010 Woburn, MA 01888 (617) 935-6000/6010	surface cleaning supplies, small tools, Fome-Cor
Conservation Materials, Ltd. 1165 Marietta Way P.O. Box 2884 Sparks, NV 89431 (702) 331-0582	general conservation supplies environmental monitoring equipment
Conservation Resources International 8000 H Forbes Place Springfield, VA 22151 (703) 321-7730	archival storage supplies, phase boxes
Dietzgen Corp. 35 Cotters Lane Bldg. EB 10-3 East Brunswick, NJ 08816 (201) 935-2900	Skum-X cleaning powder and pads
Document Reprocessors 41 Sutter St., Suite 120 San Francisco, CA 94104 (415) 362-1290 (800) 4-DRYING (U.S.) (800) 5-DRYING (Canada)	vacuum freeze drying
Dorlen Products 7424 West Layton Ave. Greenfield, WI 53220 (414) 232-4840 (800) 533-6392	water-sensing alarms
Duro-Test Corp. 2321 Kennedy Boulevard North Bergen, NJ 07047 (201) 867-7000	hard plastic UV filters (Durogard safety shields)

Extech Instruments 150 Bear Hill Rd. Waltham, MA 02154 (617) 890-7440	monitoring instruments
Fire Equipment, Inc. 57 Hicks Ave. Medford, MA 02155 (617) 3931-8050	fire extinguishers/detectors
Fisher Scientific Co. 461 Riverside P.O. Box 379 Medford, MA 02155 (617) 391-6110	ethanol, general chemical supplies, monitoring instruments
Franklin Distributors Corp. P.O. Box 320 Denville, NJ 07834 (201) 267-2710	Saf-T-Stor slide storage files
Gane Brothers and Lane, Inc. 1400 Greenleaf Ave. Elk Grove, IL 60007 (312) 593-3360	binders' board, heavy binding equipment
Garrison/Lull Consultants P.O. Box 337 Princeton Junction, NJ 08550 (609) 259-8050	architectural consulting and liaison specializing in environmental control
Hollinger Corp. 3810 So. Four Mile Run Dr. P.O. Box 6185 Arlington, VA 22206 (703) 671-6600	archival storage supplies custom-made boxes
Landmark Facilities Group 252 East Avenue Norwalk, CT 06855 (203) 866-4626	architectural consulting and liaison specializing in environmental control
Library Binding Service 2134 East Grand Ave. P.O. Box 1413 Des Moines, IA 50305 (800) 247-5323	archival products, facsimile books
Light Impressions 439 Monroe Ave. P.O. Box 940 Rochester, NY 14603 (716) 271-8960	general conservation supplies photographic supplies

McDonnell Aircraft Co. P.O. Box 516 St. Louis, MO 63166 (314) 232-0232	vacuum drying of water-damaged materials
Moisture Control Services (Cargocaire) Mill River Park 20 Del Carmine St. Wakefield, MA 01880 (617) 245-6021 or 198 Green Pond Road Rockaway, NJ 07866 (201) 625-7458	disaster recovery services, humidity control, drying by dehumidification
Pohlig Bros., Inc. P.O. Box 8069 Richmond, VA 23223 (804) 644-7824	custom-made archival storage boxes
Printfile, Inc. P.O. Box 100 Schenectady, NY 12304 (518) 374-2334	photographic storage supplies
Process Materials Corp. 7 Caesar Place P.O. Box 428 Moonachie, NJ 07074 (201) 804f-8986 (800) 631-0193	methyl cellulose, neutral and buffered paper, matboard, oversize acid-free tubes
Raychem Corp. TraceTek Products Group 300 Constitution Drive Menlo Park, CA 94025 (415) 361-4602	water-sensing cable
Re-Oda Chemical Engineering 100 Industrial Parkway P.O. Box 424 Chagrin Falls, OH 44022 (216) 247-4131	smoke damage recovery
Rohm and Haas Plastics Division Independence Mall West Philadelphia, PA 19105 (215) 592-3000	UV-filtering Plexiglas
Solar-Screen Co. 53-11 105th St. Corona, NY 11368 (212) 592-8222	UV-filtering products

SOS International 377 Oyster Point Blvd. Suite 19 South San Francisco, CA 94080 (800) 223-8597	disaster recovery services
Sprink-Off P.O. Box 1143 Monrovia, CA 91016 (818) 359-3818	sprinkler shut-off systems
TALAS 213 West 35th St. New York, NY 10001 (212) 592-8223	general conservation supplies
Taylor Made Company P.O. Box 406 Lima, PA 19037 (215) 459-3099	Mylar pouches
Thermoplastic Processes, Inc. Valley Rd. Stirling, NJ 07980 (201) 647-1000	Arm-a-Lite hard plastic UV-filtering tubes
University Products P.O. Box 101 South Canal St. Holyoke, MA 01041 (413) 532-4277	general archival supplies, Pellon, Mylar, blotter paper, small tools, UV filters, conservation supplies
Ver-A-Ray Corporation 615 South Front St. Toledo, OH 43605 (419) 691-5751	low-UV fluorescent tubes
VWR Scientific P.O. Box 232 Boston, MA 02101 (617) 964-0900	environmental monitoring equipment, conservation chemicals, tools and lab equipment

NEDCC: 5/89

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FAX 508 475-6021

HANDS-ON CONSERVATION SUPPLIES

***see NEDCC Preservation Suppliers and Services for addresses

TESTING

pH indicator strips	Conservation Materials; Light Impressions; Process Materials; TALAS
Barrow test kit	Applied Science Laboratory
Blotters	Conservation Materials; Light Impressions; Process Materials; University Products
Polyester film, type D	Conservation Materials; Conservation Resources; Hollinger; Light Impressions; Process Materials; TALAS; University Products
Swabs	drug or grocery store
Distilled water	drug or grocery store

SURFACE CLEANING

Cleaning pads (Opaline, TraceClean)	art supply store; Charrette; TALAS
One-Wipe dust cloths	grocery, hardware store; TALAS
Skum-X cleaning powder	Dietzgen
Drafting brush	art supply store; Charrette; Conservation Materials; Light Impressions

DRY MENDING

Heat-set tissue	BookMakers
Ethanol	Conservation Materials; Fisher Scientific; TALAS
Swabs	see Testing, above
Tacking iron	BookMakers; Light Impressions; TALAS; University Products
Polyester web (Pellon, Reemay)	Conservation Materials; TALAS; University Products

WET MENDING

Japanese papers (Kizukishi, Usumino)	Andrews/Nelson/Whitehead; BookMakers; Conservation Materials; Light Impressions; TALAS; Washi No Mise
Methyl cellulose powder	Conservation Materials; Light Impressions; Process Materials; TALAS
Distilled water	see Testing, above
Blotters	see Testing, above
Wheat starch	TALAS
Thymol or O-Phenylphenol	TALAS; Fisher Scientific
Bone folder	Aiko's; BookMakers; Light Impressions; TALAS
Brush (1/4" or 3/8")	art supply store; Aiko's; BookMakers; TALAS
Weights (approx. 2 lb.)	make from covered bricks, lead shot, fishing weights, etc.
Ruler	art supply or hardware store
Tacking iron	see Dry Mending, above
Polyester web	see Dry Mending, above
Tweezers	Charrette; Conservation Materials; TALAS

ENCAPSULATION

Polyester film type D 3 or 5 mil (Mylar)	see Testing, above
3M Scotch tape #415, 1/4"	Conservation Materials; Conservation Resources; Hollinger; Light Impressions; TALAS; University Products
Squeegee	hardware store; Conservation Materials
Brayer	Light Impressions
Scissors	hardware or office supplier
Cotton gloves	Light Impressions
Cheesecloth	Grocery or fabric store
Weights	see Wet Mending, above
Paper cutter or knife	Charrette
Steel straightedge (30")	Charrette

PROTECTIVE ENCLOSURES

Library Bristol	University Products
Ruler	office supplier
Bone folder	see Wet Mending, above
Pencil	office supplier
Scissors	office supplier
3M #415 tape	see Encapsulation, above
Utility knife	see Encapsulation, above
Steel straightedge	see Encapsulation, above

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ALA Preservation Policy. Prepared by the ALA President's Committee on Preservation Policy. Chicago: American Library Association, 1991 (Approved: ALA Council on June 30, 1991, Annual Conference, Atlanta). {reprinted, with permission, in its entirety in this packet}.

Dean, John F. "New York Historic Map Preservation Project: Conservation Guidelines and Specifications." *Meridian*. Number 4 (1990): 33-35. {reprinted, with permission, in its entirety in this packet}.

"Government Documents as Rare Books." Edited by Benjamin T. Amata. *Documents to the People*. 16 (December 1988): 174-179. {reprinted, with permission, in its entirety in this packet}.

"Guidelines for the Security of Rare Book, Manuscript, and Other Special Collections: A Draft." RBMS Security Committee. *C&RL News*. 50 (May 1989): 397-401. {reprinted, with permission, in its entirety in this packet}.

"Guidelines on the Selection of General Collection Materials for Transfer to Special Collections." RBMS Ad Hoc Committee for Developing Transfer Guidelines. *C&RL News*. 46 (July/August 1985): 349-352. {reprinted, with permission, in its entirety in this packet}.

"Guidelines Regarding Thefts in Libraries". RBMS Security Committee. *College and Research Libraries News*. 49 (March 1988): 159-162. {reprinted, with permission, in its entirety in this packet}.

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TO: George Barnum, Committee Member
Case Western Reserve University
Cleveland, OH 44106

FROM: Marsha Morgan Marsha Morgan
Office of Rights and Permissions

DATE: May 14, 1991

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13 August 1991

Marsha Morgan
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Dear Ms. Morgan:

I am writing to request permission for the use of two further items for the RMBS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books Preservation Packet for depository libraries. This time we are interested in:

"New York Historic Map Preservation Project" Meridian. No. 4 (1990):33-35

We also wish to reproduce "Preservation Policy Adopted by the Council of the American Library Association June 30, 1991." I am unsure of the origin of the copy we have of this policy, I hope that you will give me a correct citation for it (Photocopy encl.).

Since I wrote this spring and secured from you permissions for several other articles for the packet (a copy of your memo of 14 May is also enclosed), the opportunity for the packet to be submitted to ERIC has been raised. Will your authorization cover this possibility?

With many thanks for your assistance

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Granted by: Marsha Morgan
September 11, 1991
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George Barnum
Committee Member

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